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ABSTRACT

Concerned primarily with policies, procedures, regulations, channels of communication, and benefits for the faculty, the 1974 faculty handbook of the University of South Alabama discusses: (1) organization and administration; (2) colleges, divisions, departments, and programs; (3) university facilities and services; (4) student-related information; and (5) general faculty personnel policies. Appendices cover: (1) academic freedom and tenure; (2) faculty dismissal proceedings; (3) research; and (4) inventions, discoveries, patents, and copyrights. (KE)

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UNIVERSITY of SOUTH ALABAMA

THE FACULTY HANDBOOK

SEPTEMBER 1974

HE 007 132

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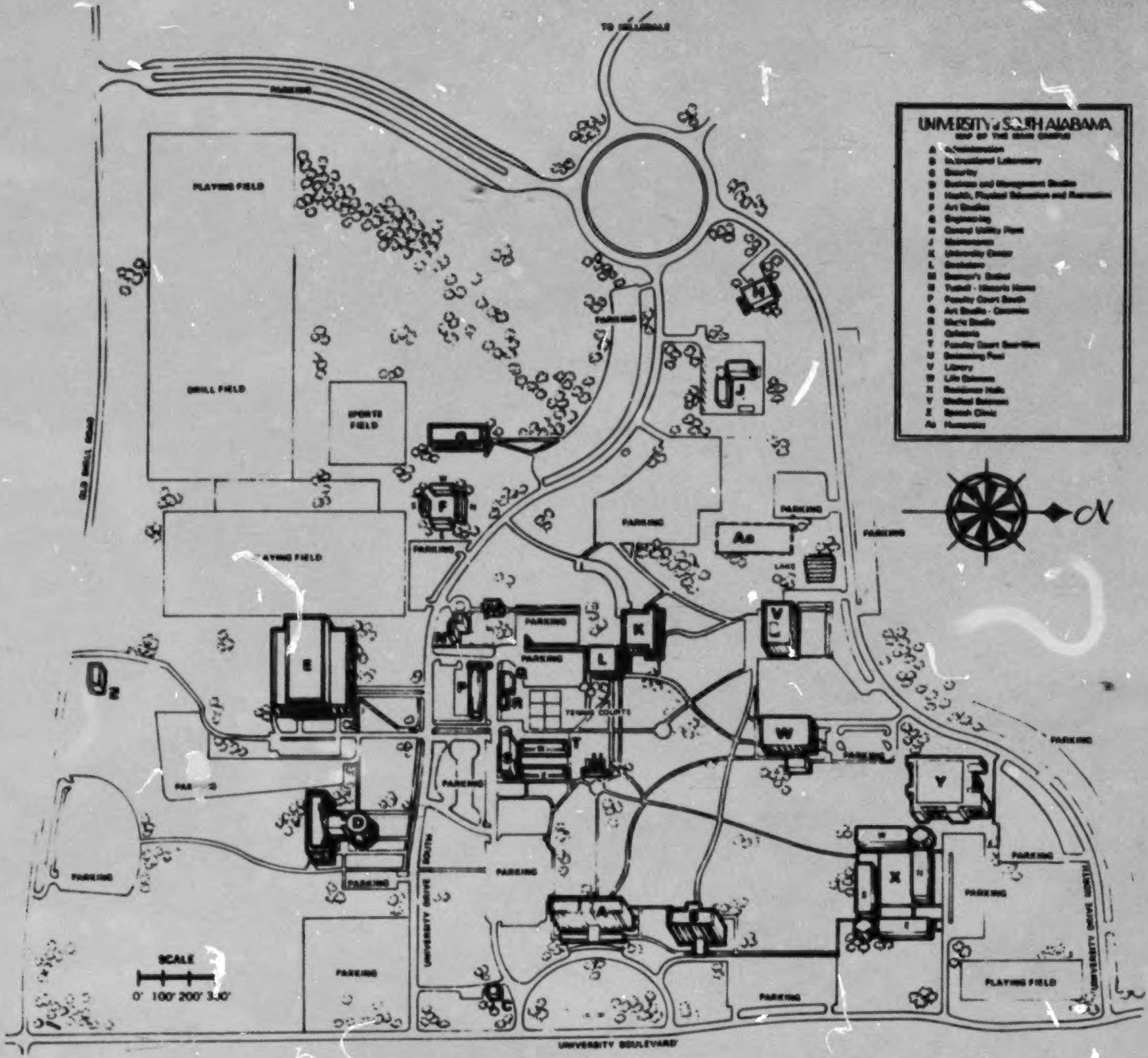
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PLAYING FIELD
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PARKING
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LAKE
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UNIVERSITY DRIVE NORTH
UNIVERSITY BOULEVARD
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UNIVERSITY OF SOUTH ALABAMA CAMPUS

The University of South Alabama occupies a 1200 acre campus in the wooded western section of Mobile.

The Educational Research and Development Center (Brookley), including the Wherry Housing Units, occupies 327 additional acres. The buildings of the Center have been adapted for use for conferences, seminars, workshops, special programs, research and development.

The main campus adjoins the 750-acre Municipal Park with its extensive recreational facilities. The Municipal Golf Course and tennis courts are opposite the campus.

The University campus can be reached from Old Shell Road, Spring Hill Avenue Extension, or Airport Boulevard, all of which are intersected by University Boulevard.

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Robert Holberg, B.S., M.A.	Program Director, University Center and Director of Orientation
B. Ray Holland, A.B., M.A.	Director of Veterans Affairs

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Anita G. Bayles, B.S., M.L.S.	Assistant Reference and Inter-library Loan Librarian
Frederica Dulany, B.M.Ed., M.M.Ed., M.L.S.	Circulation Librarian
Viola Harper, B.S., M.L.S.	Reference Librarian
Joaquin M. Holloway, Jr., A.B., M.S., Ed.S.	Supervisor, Instructional Media
Geraldine A. Irby, B.S., M.L.S.	Government Documents and Public Services Librarian
Hilda Steinweg, B.Ed., B.L.S., M.A.	Catalog Librarian
Eugene V. Sullivan, B.S., M.L.S.	Acquisitions Librarian
Irene C. Teas, B.S., M.S.	Assistant Catalog Librarian
Jerry T. Wright, A.B., M.A., M.L.S.	Serials Records Librarian

Biomedical Library

R. Thomas Lange, B.A., M.L.S.	Biomedical Librarian
Dick R. Miller, B.S., M.L.S.	Biomedical Information Specialist
Julie M. Johnson, B.A., M.L.S.	Biomedical Information Specialist
Sarah Kelly, A.B., M.S., M.L.N.	Biomedical Information Specialist

September 1974

FOREWORD

This *Faculty Handbook* is primarily concerned with policies, procedures, regulations, channels of communication, and benefits for the faculty.

Faculty members are invited to submit items for inclusion, revision, and improvement of the *Faculty Handbook*.

The University of South Alabama is an equal opportunity employer.

Greetings from the President:

We, at the University, occupy within the community a position of special prominence from which we can accomplish our mission. Our obligation is to establish high goals in the pursuit of truth and advancement of knowledge. If we properly prepare our students for the problems and complexities of tomorrow, this will be the most important measure of excellence by which we will be judged.

Frederick P. Whiddon

Greetings from the Vice President for Academic Affairs:

Superlative administration in an institution of higher education is maintained when the administrators provide the best services and a superior academic climate for students and faculty. Equally important is the provision of administrative and educational leadership. Success, including good governance, can be attained, however, only by the cooperative efforts of students, faculty, and administration.

Students, faculty, administration, and a board of trustees find it difficult to comprehend the magnitude of difference existing between a good institution and a truly superior one. Excellence cannot be attained without the presence of a strong desire of all parties involved conjoined with the ability to implement effectively ideas and programs. All of the component parts of a university must recognize and appreciate the tremendous amount of time, money, hard work, patience, courage, loyalty, and devotion necessary to create programs of the highest quality. Mass literacy cannot be equated with or accepted as excellence!

Beyond these general objectives, the University of South Alabama must provide for the faculty and students an environment where freedom exists to pursue truth and to discuss all relevant questions. "Institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty member or the institution as a whole." (Statement of Principles on Academic Freedom and Tenure.) Moreover, each member of the University community must accept the correlative obligations and responsibilities imposed by his special position.

My hope is that the Faculty Handbook provides guidelines for the attainment of the goals and purposes of the University. Certainly it should be helpful in developing the professional growth and progress of each faculty member.

Howard M. Phillips

STATEMENT OF GOALS AND PURPOSES

The University of South Alabama is dedicated to the creation of an environment of intellectual excitement and an educational climate that will stimulate both faculty and students. It provides a forum of free thought and discussion which is intended to help develop the independent spirit and the moral concern essential for effective participation in a free society.

While the young University seeks and employs fresh approaches to courses and programs, it emphasizes the traditional dedication to the advancement and dissemination of knowledge. It concentrates on the study of the nature of man, the phenomena of the physical world, the processes of human relationships, and the knowledge and skills necessary for participation in professional and vocational endeavors.

The University actively encourages the student's responsibility for his own welfare and that of his community, thus stimulating him to become involved in the pursuit of knowledge and the continuing use of his intellectual capabilities as a responsible and effective individual. It encourages him to participate in discussions of University policy involving his own welfare, and it impresses on him the responsibility inherent in this participation.

The University creates and maintains an atmosphere free from restraint in the dissemination of knowledge by scholars who appreciate their professional responsibilities. It recognizes that the contribution and direction of a university are dependent upon the merit and integrity of its faculty. Therefore, the faculty participates in decisions affecting University welfare and development.

The University encourages creativity in faculty and students by providing all necessary facilities within its resources for study, research, and creative work.

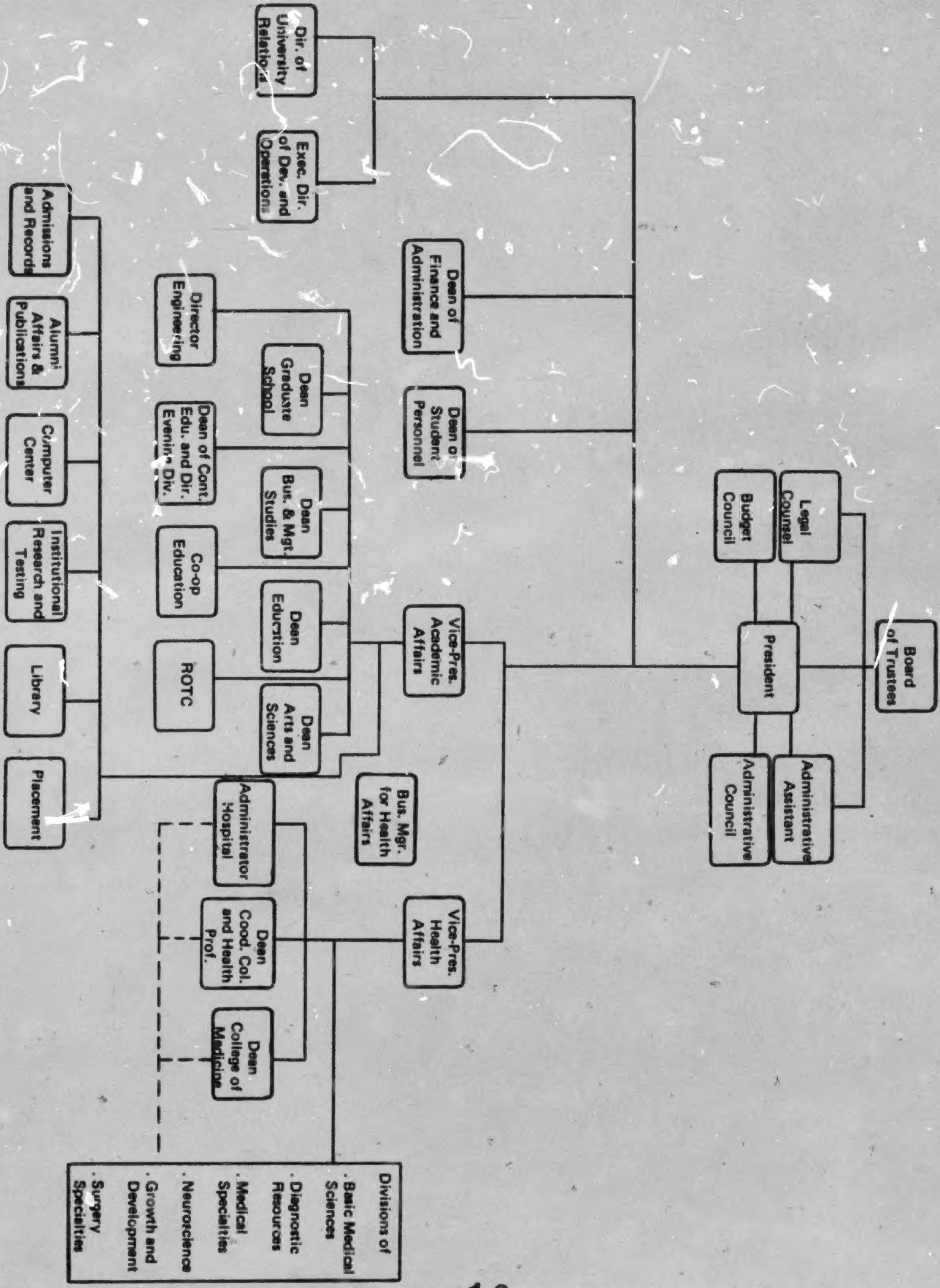
The University is conscious of its obligation to the local, state, and national communities to assist the individual student, giving him the fullest possible knowledge of himself in relation to society and encouraging him to become an enlightened participant in civic affairs. Concerned with the problems of a changing society, it recognizes its responsibility to cooperate with local, civic, professional, and governmental organizations.

The University has extended its academic and professional programs by introducing graduate programs and forming new schools and colleges when appropriate. It recognizes that new programs should be instituted only after necessary facilities, library resources, and faculty are acquired.

The University maintains working relations with other colleges and universities, for the purpose of sharing resources and responsibilities in teaching, research, and service. It cooperates with the secondary schools and junior colleges in the area.

The University recognizes the need for Continuing Education and offers not only credit courses in the evening but also a range of non-credit courses, workshops, and conferences to permit the public to profit from its intellectual and technical resources.

The University will achieve its maximum effectiveness by contributing to the advancement of knowledge; by involving faculty and students in teaching, learning, and research; and by offering its services to society.


Board of Trustees
President
Legal Counsel
Budget Council
Administrative Assistant
Administrative Council
Dir. of University Relations
Exec. Dir. of Dev. and Operations
Dean of Finance and Administration
Dean of Student Personnel
Vice-Pres. Academic Affairs
Vice-Pres. Health Affairs
Bus. Mgr. for Health Affairs
Director Engineering
Dean Graduate School
Dean of Cont. Edu. and Dir. Evening Div.
Dean Bus. & Mgt. Studies
Co-op Education
Dean Education
ROTC
Dean Arts and Sciences
Admissions and Records
Alumni Affairs & Publications
Computer Center
Institutional Research and Testing
Library
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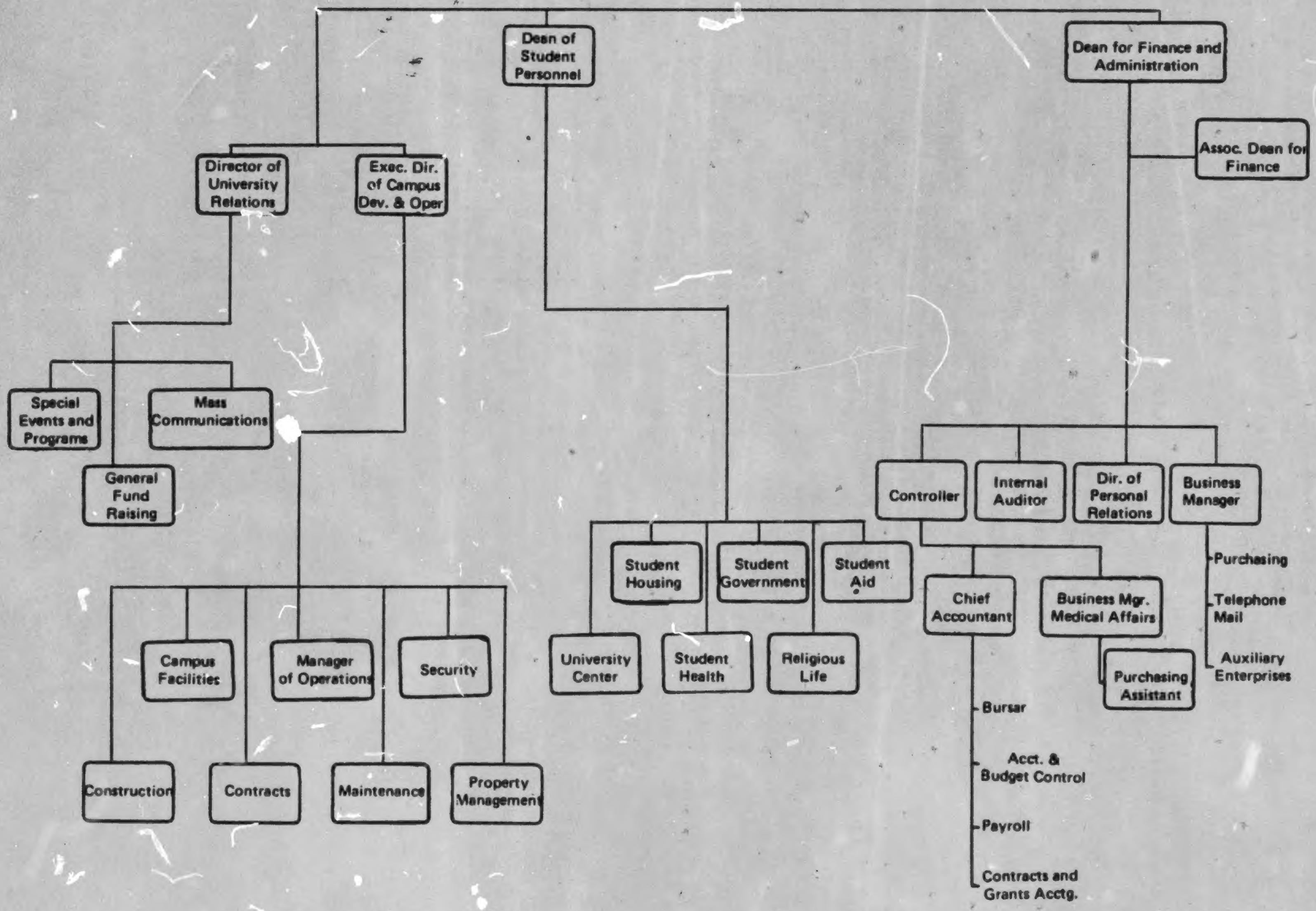
. Diagnostic Resources
. Medical Specialties
. Neuroscience
. Growth and Development
. Surgery Specialties


Dean of Student Personnel
Dean for Finance and Administration
Assoc. Dean for Finance
Director of University Relations
Exec. Dir. of Campus Dev. & Oper
Special Events and Programs
Mass Communications
General Fund Raising
Campus Facilities
Manager of Operations
Security
Construction
Contracts
Maintenance
Property Management
Student Housing
Student Government
Student Aid
University Center
Student Health
Religious Life
Controller
Internal Auditor
Dir. of Personal Relations
Business Manager
Purchasing
Telephone Mail
Auxiliary Enterprises
Chief Accountant
Business Mgr. Medical Affairs
Purchasing Assistant
Bursar
Acct. & Budget Control
Payroll
Contracts and Grants Acctg.

CHAPTER I
ORGANIZATION AND ADMINISTRATION OF THE UNIVERSITY

CHARTER

The University of South Alabama was created by Act of the State Legislature approved May 9, 1963. All provisions relating to the establishment and operation of the University embodied in the Act are found in Title 52, Section 509 (98) - 509 (103) of the Code of Alabama according to the 1958 Recompliation. Authority for operation of the University is vested in the Board of Trustees. The Legislature has given the Board power to organize the institution by appointment of necessary personnel and the power to remove persons so appointed. The Board may prescribe courses of instruction, rates of tuition and fees, and confer appropriate degrees. The Legislature has specifically given the Board the right to do whatever the Board considers in the best interest of the institution. An Executive Committee has been created and the Board of Trustees has delegated to this Committee certain authority. The Board of Trustees has delegated to the President of the University the authority necessary to operate the institution in the context of the responsibility of the President's office. All authority vested in administrative officers, administrative, faculty, and student committees and internal political bodies comes directly from the Board of Trustees to the Executive Committee and the President and through the President to the respective individual or entity.

BOARD OF TRUSTEES

The University of South Alabama, operating as a state institution of higher learning and financed in large part by public funds, is governed by a Board of Trustees composed of seventeen members: twelve members are appointed from south Alabama, three members are appointed from the State at large; the Governor of Alabama is President, *ex-officio,* of the Board, and the State Superintendent of Education is a member, *ex-officio.* Three of the members are appointed from the thirty-third district (Mobile County); one member is appointed from each of the nine southern senatorial districts as those districts were designated at the time the University was organized. All except *ex-officio* members are appointed by the Governor with advice and consent of the Senate.

THE OFFICE OF PRESIDENT

The President

The President is appointed by the Board of Trustees and presides over the University. As the chief executive, his presiding function consists of organizing, advancing, operating, and preserving the University. In this function he is assisted by vice-presidents, deans, directors, and other administrative staff members.

ADMINISTRATIVE STAFF

Legal Counsel

The University retains a full-time attorney to act as legal counsel for the University.

Budget Council

The Budget Council prepares the University Budget. It also serves as an advisory group appointed by the President to review budget proposals. It is composed of the following:

President
Vice-President for Academic Affairs
Vice-President for Health Affairs
Dean of Finance and Administration
Controller and Business Manager

Administrative Council

The Administrative Council is an advisory group to the President. It meets on each Monday morning to make recommendations concerning policies and procedures concerned with the operation of the institution. Moreover, the President informs the group of current developments and plans for the future. It is composed of the following:

President
Vice-President for Academic Affairs
Vice-President for Health Affairs
Dean of Finance and Administration
Executive Director of Campus Development
  and Operations
Dean, College of Arts and Sciences
Dean, College of Business and Management Studies
Dean, College of Education
Dean, Coordinate College for Health Professions
Dean of Student Personnel
Dean, Graduate School
Director, Division of Engineering

OFFICE OF THE EXECUTIVE DIRECTOR OF CAMPUS DEVELOPMENT AND OPERATIONS

The Executive Director of Campus Development and Operations is responsibile to the President for the planned expansion of campus facilities and grants from government agencies for building construction. The Executive Director reviews, certifies, and signs all University contracts, including contractual aggreements with government and private agencies.

OFFICE OF THE DIRECTOR OF UNIVERSITY RELATIONS

Director of University Relations

The Director of University Relations is responsible to the President for alumni affairs, publications, mass communications, special events, and programs.

OFFICE OF THE DEAN OF FINANCE AND ADMINISTRATION

Dean of Finance and Administration

The Dean of Finance and Administration reports to the President as his business advisor and chief financial officer. He coordinates all future financial plans into a system which achieves the educational aims and objectives of the University while still maintaining fiscal integrity and economy. Upon request from the President, the Vice-President for

Academic Affairs and the Vice-President for Health Affairs exercises his judgment in projecting programs, in applying resources to the programs, and in reflecting upon and generating needed data.

Controller and Business Manager

The Controller and Business Manager is responsible for all institutional books of accounts, accounting, fiscal reporting, and budgetary controls. He is also responsible for purchasing, the Bursar's area, the bookstore, the cafeteria, and allied auxiliary operations. He reports directly to the Dean of Finance and Administration.

Manager of Operations

The Manager of Operations is responsible for personnel services, maintenance, central inventory, security, property management, and campus services, such as mail and telephone. He reports directly to the Dean of Finance and Administration.

Internal Auditor

Internal auditing in colleges and universities is a staff function that serves management at all levels by reviewing and appraising the business activities of the institution, the integrity of its records, and the general effectiveness of operations. The auditor's work is directed toward the following objectives:

1. Determining that the overall system of internal control and controls in each activity under audit are adequate, effective, and functioning.
2. Insuring that institutional policies and procedures, state and federal laws, and good business practices are being followed.
3. Verifying the existence of assets shown on the books of accounts and insuring the maintenance of proper safeguards for their protection.
4. Preventing or discovering dishonesty, waste, loss of time, and errors.
5. Determining the reliability and adequacy of the accounting and reporting systems and procedures.
6. Appraising the quality of management and the effectiveness of operating procedures.

Cost Accountant

Applies principles of accounting and statistics to install and maintain systems for providing the University with detailed cost data not ordinarily supplied by accounting systems. Plans, sets up, and directs cost finding and reporting system regarding cost record of items such as raw material purchases, labor and machinery depreciation, to determine unit cost. Analyzes changes in design, raw materials, or wages for effects upon operation costs. Provides management with reports which can be used as basis for decisions regarding matters affecting the operation of the various departments of the University.

OFFICE OF THE VICE-PRESIDENT FOR ACADEMIC AFFAIRS

Vice-President for Academic Affairs

The Vice-President for Academic Affairs reports to the President. He is the principal academic officer in the University and has administrative responsibility for, and proper jurisdiction over, the academic program, the faculty and staff serving directly the various academic schools, colleges, divisions, and departments. He has the chief role in developing academic rules and regulations, planning and developing the curriculum, planning for and participation in faculty priorities and appointments.

Vice-President for Health Affairs

The Vice-President for Health Affairs reports to the President. He is the principal academic officer for the educational programs in the College of Medicine and Coordinate College for Health Professions. In this capacity he has administrative responsibility and authority for the academic programs, and the faculty and staff of the two colleges in this segment of the university. In addition, since Mobile General Hospital is a component of the university, the Vice-President for Health Affairs has administrative responsibility for that institution. He is assisted by the Health Affairs Administrative Council.

Dean of the Graduate School

The Dean of the Graduate School reports to the Vice-President for Academic Affairs and has general direction, supervision, and administration of the Graduate Program and research. The Graduate School offers students opportunities and experiences which will add to their intellectual and social maturity, develop ability to think critically, and furnish a sound basis for additional graduate study or research.

College Deans

(See description for each college.)

Director of an Academic Division

The Director of an Academic Division reports to the Vice-President and has the same responsibilities as a dean of a college unless otherwise specified by the Vice-President.

Director of Institutional Research-Testing

The Director of Institutional Research-Testing reports to the Vice-President for Academic Affairs and is responsible for:

Making Space Studies. Accounts for all building and ground space owned, occupied and used by the University.

Preparing Certain Statistical Studies and Special Reports. Covers all statistical aspects of student life; office serves as clearing house for developing special reports about the University other than financial.

Administering Tests. Administers all entrance and placement testing for the University; acts as a consultant on tests and testing to various segments of the University; and is certified to give the ACT (American College Test), GRE (Graduate Record Examinations), and MAT (Miller's Analogy Test).

Manager of Operations

The Manager of Operations is responsible for personnel services, maintenance, central inventory, security, property management, and campus services, such as mail and telephone. He reports directly to the Dean of Finance and Admininstration.

Director of Computer Center

The Director of the Computer Center reports to the Vice-President for Academic Affairs and is responsible for the overall direction and coordination of all University computing activities including the College of Medicine and the Mobile General Hospital. To accomplish this responsibility, the Director assesses computing needs for all academic and administrative applications, directs the design and development of such applications, determines the techniques used by system analysts and programmers for successful interpretation of data processing applications, and provides for the necessary training and education of all Computer Center employees. He supervises the Systems Analyst, Programmer, Computer Operator, and Keypunch Operator.

Director of Admissions and Records

The Director of Admissions and Records reports to the Vice-President for Academic Affairs and has the primary function of facilitating the acceptance of qualified students who apply for admission to the University. He evaluates all applications for admission, including transfer credit. The Director supervises the Office of Records. He is responsible for the initiation of the student data base, including collection of statistical information used to establish the student's permanent record. The Director has the additional responsibility of high school and junior college visitation and student recruitment.

The Associate Director of Admissions and Registrar

The Registrar reports to the Director of Admissions and Records. The Registrar supervises the re-admission of former students, the registration process, the organization and maintenance of all student academic records, the graduation policies and procedures of the various colleges and divisions of the University, and the assembling of certain statistical data. The Registrar also supervises correspondence examinations for other educational institutions.

Assistant Registrar. The Assistant Registrar reports to the Registrar, plans the registration procedures with assistance from the Registrar and certain staff and faculty members; assists with the preparation of various reports and statistical data; writes requisitions for printed materials, supplies and equipment, maintains time sheets. In the absence of the Registrar, the Assistant assumes responsibility for the office.

Library

The Director of the Library reports to the Vice-President for Academic Affairs and is responsible for the University Library and its proper administration. This responsibility includes:

- Formulating and supervising the policies and regulations governing the use of the Library, its materials and services.
- Supervising the Library staff, including making recommendations for appointments to the Vice-President for Academic Affairs.
- Preparing the budget and supervising expenditures.
- Supervising the ordering, cataloging, binding, and storage of all library materials.

- Helping to make the resources and services of the Library well known to its potential users.

- Preparing reports, studies, and analysis describing and evaluating the Library's collections, services, and uses.

- Cooperating with other librarians for the improvement of common holding services.

- Receiving and considering recommendations and suggestions from the student body or faculty which may aid in improving the Library, its collection, services, or uses.

- Making recommendations to the Vice-President for Academic Affairs, or faculty, which will promote the efficiency or increase the usefulness of the Library.

Director of the Cooperative Education Program

The Director of Co-op reports to the Vice-President for Academic Affairs and is responsible for the following:

- Supervising a Cooperative Education Program that offers qualified students an opportunity to alternate or to schedule concurrently periods of employment in cooperating firms or agencies with periods of study at the University.

- Participating with the Committee on Cooperative Education in formulating policy for the further development of Cooperative Education.

- Coordinating all approved programs included in the University's overall Cooperative Education Program.

- Disseminating pertinent information on the Cooperative Education Program to campus groups as well as to community groups.

- Selecting, training, and supervising the staff.

- Acting as catalyst for institutional and student response to changing conditions.

- Planning and managing physical facilities.

- Planning and administering budget.

- Conducting and reporting pertinent research.

- Visiting plants or agencies employing University of South Alabama students to determine proficiency in their work assignments.

Professor of Military Science (ROTC)

In coordination with the Vice-President for Academic Affairs, the Professor of Military Science is responsible for the direction, supervision, and administration of the Military Science Program. His primary function is to provide a dynamic and challenging program which qualifies undergraduates for commissions as officers in the United States Army.

Director of Placement

The Director of Placement reports to the Vice-President for Academic Affairs.

The Director of Placement has the following responsibilities:

- Developing and maintaining a Career Library that will assist students in becoming more knowledgeable about career opportunities available to them.
- Keeping employers informed of graduation dates and providing numbers of students by disciplines who are candidates for degrees.
- Informing students of the employers who will recruit on campus.
- Keeping students informed of the positions for which employers will be interviewing on the proposed campus visit.
- Maintaining files on students registered with the Placement Office and reproducing such records as needed by recruiters.
- Counseling students as they begin their career search and helping them develop proper interviewing techniques.
- Working with alumni who are seeking a change in positions.
- Planning and supervising expenditure of budget.
- Supervising work of the staff.

OFFICE OF THE DEAN OF STUDENT PERSONNEL

Dean of Student Personnel

The Dean reports to the President and is responsible for the operation, coordination, and supervision of all student organizations, financial aids, housing, health services, counseling services, foreign student applications and processing of the applications, and student activities. He is also responsible for student publications, such as the student newspaper, the university yearbook, and the student handbook; oversees the traffic and parking regulations and the writing of the brochure outlining such regulations; designs and places orders for parking decals; and is responsible for the preparation of student and faculty identification cards. The Dean of Student Personnel supervises the officer of the University Center, Coordinator of Student Organizations, Director of Housing, Director of Financial Aids, Director of the Counseling Center, and Director of the Health Center.

Associate Dean of Student Personnel

The Associate Dean has responsibility for those matters delegated by the Dean; works in all areas of student personnel throughout the University. Specific assignments include orientation, Panhellenic, and University committees on which the Office of the Dean of Student Personnel is represented.

UNIVERSITY OF SOUTH ALABAMA
FACULTY SENATE
CONSTITUTION

ARTICLE I. Members of the Senate

The Senate of the University of South Alabama shall consist of the Vice-President for Academic Affairs, the dean of each college, and three representatives from each college, plus one representative for each fifty faculty members or major fraction thereof. In addition, each academic division not included in a college shall be entitled to one representative, plus one representative for each fifty faculty members or major fraction thereof.

The representative of each college or academic division not included in a college shall be chosen from among the Professors, Associate Professors, and Assistant Professors by election of the faculty of each college or separate academic division, a simple majority being required for election.

Members from the College of Arts and Sciences should be selected in such a way as to represent the natural sciences, the social sciences, and humanities.

The term of membership in the Senate shall be three years, with one-third of the membership to be elected each year. Any member of the Senate who no longer represents the college of division because of leaving the University or for any other reason, thereby creating a vacancy in the Senate, shall have the vacancy filled by election pursuant to Article I. Such elected representative shall fill the unexpired term of office.

ARTICLE II. Meetings of the Senate

The Senate shall meet on the second Wednesday of the months of October, January, and April, and at other times at the call of the Chairman. Special meetings may be called by the Secretary on written request of three members of the Senate, specifying the purpose of the call.

ARTICLE III. Officers of the Senate

The Officers of the Senate shall be chairman and secretary. The secretary shall keep records of all proceedings of the Senate in permanent form. The officers shall be elected at the first meeting of the Senate in each academic year and shall serve for a term of one year.

ARTICLE IV. Functions of the Senate

1. The Senate shall advise the President and Board of Trustees as to the length of the terms and the University calendar.

2. The Senate shall determine the precise meaning of educational terms as used in University Publication.

3. The Senate shall act as a hearing board for faculty members accused of professional misconduct or incompetence.

4. The Senate shall act as general liaison between the faculty and the University Administration.

5. The Senate shall coordinate the work of University Committees in matters involving more than one University Committee.

6. The advisory work of the Senate shall include:

   a. Faculty employment, tenure, vacations, and welfare.

   b. Professional Travel.

   c. The Faculty Handbook.

   d. Budget and space allocations.

   e. Faculty/student ratio and maximum student loads.

   f. Recommendations to the President and the Board in reference to the entire educational work and policy of the University.

   g. Recommendations to each of the faculties in regard to their educational work.

UNIVERSITY COMMITTEES

The University Committees are appointed by the President. Their jurisdiction, which extends to all subject matter and fairly implied by their names, is exclusive of the defined purposes.

The University Committees are recommending bodies; their proposals, a basis for policy decision, are transmitted in writing to the administration or the general faculty for affirmation or rejection. The choice of recommendee is determined by the subject matter. In all cases the recommendee must consider the recommendation promptly and inform the committee, in writing, of the decision made.

The University Committees are:
- Admissions and Records Commmittee
- Athletics Committee
- Co-op Program Committee
- Educational Policies Committee
- Environmental Studies Committee
- Hispanic Studies Committee
- Library Committee
- Research Committee
- Russian Area Studies Committee
- Safety Committee
- Scholarships and Financial Aids Committee
- Teacher Education Committee
- Traffic and Parking Committee
- University Relations Committee
- Veterans Affairs Committee

The University Councils are:

- Administrative
- Academic Deans
- Budget
- Facilities Planning
- Graduate
- United Fund

President's Faculty Advisory Committee

CHAPTER II

UNIVERSITY COLLEGES, DIVISIONS DEPARTMENTS AND PROGRAMS

The academic structure of the University of South Alabama consists of one school, five colleges, two divisions, and two independent departments: the Graduate School, the College of Arts and Sciences, the College of Business and Management Studies, the College of Education, the College of Medicine, the Coordinate College for the Health Professions, the Division of Engineering, the Division of Evening Studies and Continuing Education, the Department of Military Science, and the Department of Cooperative Education.

THE GRADUATE SCHOOL

The Dean of the Graduate School is the executive officer and reports to the Vice-President for Academic Affairs. The the Dean of the Graduate School has the following responsibilities:

- To administer the policies of the Graduate Council of the University.
- To administer the programs approved by the Graduate Council of the University based upon recommendations of the various colleges.
- To be the presiding officer of the Graduate Faculty and the Graduate Council.
- To employ the administrative and clerical personnel and to prepare the forms needed for the smooth operation of the Graduate School.
- To administer the details of admission, admission to candidacy, research, and graduation of each graduate student.
- To work closely with the Dean of each college in the preparation and processing for approval of any new graduate program proposed by the college.

THE COLLEGE OF ARTS AND SCIENCES

The Dean of the College of Arts and Sciences is the executive officer and reports to the Vice-President for Academic Affairs. The Dean of the College of Arts and Sciences has the following responsibilities:

- To administer and supervise the academic programs, departments, rules, and regulations of the College.
- To develop the College's programs and curriculum with appropriate faculty and faculty committees.
- To develop academic rules and regulations in consultation with appropriate faculty and faculty committees.
- To recommend faculty appointments, reappointments, tenure, ranks, and salaries.
- To supervise the preparation of student schedules, with the assistance of the Assistant Dean, and other matters pertaining to the academic progress of students.

- To evaluate transfer records of students with the assistance of the Assistant Dean.
- To prepare the academic parts of the *Bulletin* that concern the College in conjunction with the departments of the College.
- To recommend and administer the College's budget.
- To recommend faculty appointments to the University's committees.
- To accept any special assignments by the Vice-President for Academic Affairs.

The Assistant Dean of the College of Arts and Sciences reports to the Dean of the College. The Assistant Dean is responsible for matters pertaining to:

- Class schedules and course grades, and class attendance.
- Applications for transfer into the College of Arts and Sciences from other colleges and transfer out of the College of Arts and Sciences into other colleges.
- Withdrawal from the College and University.
- Matters referring to space assignments and use.
- Applications and evaluations for graduation.
- Joint supervision of registration activities.
- Advanced placement.
- Credit by examination.
- Membership on various standing and *ad hoc* committees.
- Any special assignments given by the Dean.

The Departmental Chairman reports to the Dean of the College and is responsible for general direction and supervision of his departmental program. He is both a professor and an administrator; his major orientation should be toward the role of faculty member. His specific functions are concerned with:

- Planning and recommending curricular changes, additions and deletions.
- Planning for, and recruiting of, and recommending employment of faculty members.
- Making and recommending departmental quarter class schedules, and projected annual course offerings.
- Planning for the advising of students, particularly departmental majors.
- Supervising departmental budget.
- Performing other duties as assigned by the Dean.

- Also see Role and Responsibility of the Department Chairman.

The College of Arts and Sciences is composed of seventeen departments, as follows:

> Art, Biology, Chemistry, Dramatic Arts, Economics, English, Geology and Geography, History, Language, Mathematics, Music, Philosophy, Physics, Political Science, Psychology, Speech Communications, Speech Pathology and Audiology, and Sociology and Anthropology.

All departments offer academic degree programs leading to either the Bachelor of Arts or the Bachelor of Science degree as outlined in the *Bulletin.*

Special programs are offered that relate directly to the academic goals of the departments. The following programs are administered by the departments with funds from the departmental budgets, and their program directors are appointed by the departmental chairmen:

> The Department of Music has two special programs directly related to its purpose in the performing arts, namely bands and choral activities. The Director of Bands is responsible to the Department Chairman for the direction of the Symphonic, Concert, and Marching Bands. The Director of Choral Activities is responsible to the Department Chairman for the direction of the University chorus, the Men's chorus, the Women's chorus, the Concert Choir, and the Madrigal Singers.
>
> The Department of Speech Communication maintains several programs relating to the various specialized areas within the general field of Speech. The Director of Forensics has general supervision of all matters relating to forensics, argumentation and debate, and public speaking. The Director is in charge of the Debate Team which represents the entire University in competition.

The Director of the Readers' Theatre is responsible for developing a program of dramatic readings and the staging of such programs. The Speech and Hearing Clinic is operated as part of the Department of Speech Pathology and Audiology's program in Speech Therapy. Theatre USA is the performing agency that is part of the drama program within the Department of Dramatic Arts.

Degree programs of professional or semi-professional nature are offered:

> The Department of Art offers the professional degree, Bachelor of Fine Arts, in the studio areas of Painting, Sculpture, Printmaking, Commercial Design, and Ceramics.
>
> The Department of Chemistry offers a major program leading to the Bachelor of Science degree which conforms to the recommendations of the Committee on Professional Training of the American Chemical Society.
>
> The Department of Music offers courses leading to the Bachelor of Music degree in Instrumental Music, Voice, and Music Theory and Composition.
>
> The Department of Dramatic Arts offers a major program leading to the degree, Bachelor of Fine Arts in Theatre Arts.

An interdepartmental Steering Committee administers the Afro-American Studies minor program. The participating departments are Art, English, Geology and Geography, History, Music, Philosophy and Sociology. An interdepartmental committee also administers the Personalized Study Program, with membership from Art, Biology, Chemistry, History, Mathematics, Music, and Speech Communications. Special programs of a professional nature are offered by various academic departments within the College of Arts and Sciences:

> The Department of Political Science conducts, under a grant from the Federal Government under Title I of the Higher Education Act of 1965, a Local Government Employees Training Program. This program is funded from year to year.
>
> The Department of Political Science administers the program in Criminal Justice Administration. This program receives a grant for student scholarship under the *Omnibus Crime Control Bill of 1968*.

The Speech and Hearing Clinic was established, in 1967, on Old Shell Road. Presently staffed by three full-time faculty, the clinic provides a wide and growing number of examinations and services for students, faculty, and public at the same time that it provides instruction for students in the program.

Some departments, through their faculty members, are involved in research programs. The Department of Biology, through its Director of the Big Creek Lake Biological Station, maintains the facility for research purposes. The Department also maintains a research and teaching Natural History Collection emphasizing local and regional fauna and flora.

The Afro-American and Ethnic American Slide Depository, which maintains and is expanding the largest collection of slides of Afro-American and Ethnic American Art in the country, offers a unique service locally and nationally.

The channels of communication for the College of Arts and Sciences are through the following:

> College faculty meetings are called by the Dean.
>
> Departmental Chairmen meetings as called by the Dean.
>
> Departmental faculty meetings as called by the departmental chairmen.
>
> Conferences and informal committees.
>
> Memoranda from the Dean or Assistant Dean.

The College of Arts and Sciences has standing committees, *ad hoc* committees, and departmental committees.

Standing Committees are:

> The Academic Programs Planning Committee is concerned with developmental and curricular programs.
>
> The Cultural Arts (or Cultural Programs) Committee recommends policies of concern to the performing arts.
>
> The Graduate Committee advises the Dean on matters related to graduate work and the establishment of graduate degree programs in the Arts and Sciences.

Departmental committees are appointed and directed by Departmental Chairmen.

Faculty Office Facilities, Secretarial Assistance and Office Hours:

All faculty members have either a private office, or two are assigned to an office.

All faculty offices have telephones.

The faculty has access to trained secretaries on the staff, but no formula exists in allocating secretarial help to the various departments. No set procedure is followed in allocating secretarial or clerical student assistants.

All faculty members are expected to post and maintain reasonable hours in their offices for student conferences.

THE COLLEGE OF BUSINESS AND MANAGEMENT STUDIES

The Dean of the College of Business and Management Studies is the executive officer and reports to the Vice-President for Academic Affairs. The Dean of the College of Business and Management Studies has the following responsibilities:

- To direct all academic programs of the College.
- To coordinate all academic and administrative activities of the College.
- To recommend changes in the academic programs.
- To recruit and recommend new faculty, review all salaries, recommend academic tenure and promotion in consultation with the Assistant Dean and senior faculty members.
- To recommend the employment of administrative staff personnel.
- To submit budget recommendations.
- To coordinate administrative matters of the graduate program with the Director of Graduate Studies.
- To coordinate the activities of all management work between the College and the business community with the assistance of the Head, Management Development Programs.
- To coordinate College activities with the various deans of the University.
- To coordinate all space assignment in the College with the Dean of Administraton.
- To report to the Vice-President for Academic Affairs on all matters involving College relationships with the University.

The Assistant Dean of the College of Business and Management Studies reports to the Dean. The Assistant Dean is responsible for:

- Developing with the Dean and faculty the academic Undergraduate Program in the College.

- Scheduling undergraduate courses.

- Assigning faculty to undergraduate courses.

- Recommending to the Dean, after proper faculty consultation, course deletions, changes, or additions.

- Preparing changes for the *Bulletin*.

- Maintaining liaison with faculty in all academic matters required policy determinations and making appropriate recommendations to the Dean.

- Assisting the Dean in the recruitment of new faculty members.

- Coordinating with the Director of Graduate Studies teaching assignments of faculty members participating in both programs.

- Supervising the Student Advisor.

The Head of Management Development Programs reports to the Dean.

The Director of Graduate Studies coordinates all graduate activities with the Dean. The College of Business and Management Studies offers a graduate degree of Master of Science in Management. The responsibilities of the Director of Graduate Studies are as follows:

- Assist in graduate program planning and development in the College.

- Development of policies as they pertain to the graduate programs in the College.

- Implementation of the policies of the Graduate School of the University and the graduate faculty of the College as they pertain to graduate student selection, admission, retention, and graduation.

- Development of the schedule of course offerings and the assignment of teacher responsibility to the faculty in cooperation with the Assistant Dean of the College of Business and Management Studies.

- Liaison between the Graduate School of the University, the office of the Graduate Dean, and the College.

- Liaison between graduate program directors in other colleges and division of the University with the College.

The College of Business and Management Studies offers the degree of Bachelor of Science. Its academic structure consists of (1) Dean, (2) Assistant Dean, (3) Director of Graduate Studies, (4) Head, Management Development Programs.

The Management Development Seminars provide a program of continuing education in such areas as small business, management, human relations, insurance, personnel, finance and real estate, and specific programs requested by industrial firms or professional organizations.

The College has five standing committees:

The Curriculum Committee which reviews matters pertaining to development and revision of curricula.

The Graduate Committee, which is composed of the Dean of the College and members of the Graduate Faculty. It recommends graduate program proposals.

The Dean's Council, which is composed of the Assistant Dean, and three faculty members. Its function is to advise and consult with the Dean on all matters of policy concerning the College.

The Scholarship Committee which recommends worthy students for University or College scholarships.

The Library Committee which coordinates with faculty members requirements for periodicals and library holdings pertinent to the curriculum of the college as well as holdings required for the research activities of the faculty and students.

As part of the organizational structure of the College, a Business Resources Center has been established. Its objective is to conduct feasibility studies of economic problems in the Gulf Coast Region.

THE COLLEGE OF EDUCATION

The Dean of the College of Education is the executive officer and reports to the Vice-President for Academic Affairs. The Dean of the College of Education has the following responsibilities:

- To furnish instructional leadership for the College.
- To administer and supervise all programs of the College.
- To recommend and administer the budgets of the College.
- To recruit, select, and recommend employment, assignments, personnel policies, rank, tenure, dismissals, and salaries for all personnel of the College.
- To furnish leadership on all matters pertaining to the certification of teachers by the State Department of Education.
- To develop all policies as these pertain to the College.
- To coordinate College programs with the other Colleges and Divisions of the University.
- To coordinate College programs with other agencies, such as those of government and for accreditation.

The Assistant Dean of the College of Education reports to the Dean. The Assistant Dean is responsible for:

- Coordination and supervision of the Office of Student Personnel Services.
- Coordination and supervision of the registration of students by the College.

- Coordination and editing of materials for the College bulletins.
- Coordination and supervision of the scheduling of academic classes.
- Coordination of the use of space within the College and for representation of the College in matters involving University space use.
- Certain aspects of administration and supervision of the College as delegated by the Dean.

The Director of Graduate Studies reports to the Dean on matters concerning program and personnel and to the Assistant Dean for records and general administration. The Director of Graduate Studies is responsible for:

- Leadership for graduate program planning, development, and evaluation in the College and for the development of cooperative programs at the graduate level with other Colleges and Divisions of the University.
- Leadership in the development of policies as they pertain to the graduate programs in the College.
- Implementation of the policies of the Graduate School of the University and the College as they pertain to graduate student selection, admissions, retention, and graduation.
- Recommendations for development, use, and modification of a management information system for graduate programs in the College.
- Leadership in the development of the schedule of course offerings.
- Correlation of undergraduate and graduate programs in cooperation with the Chairmen of various Departments in the College.
- Liaison between the office of the Graduate Dean and the College.
- Liaison between graduate program directors in other Colleges and Divisions of the University with the College.
- Planning with the Director of the Center for Program Development and Special Programs for the integration of Center and graduate programs.

The Director of the Center for Program Development and Special Projects works under the Office of the Dean. The Director of the Center for Program Development and Special Projects is responsible for:

- Administration and supervision of special service programs conducted under the auspices of the College of Education.
- Coordination and supervision of new programs of a service nature in which the College of Education is involved with the Alabama State Department of Education, the U.S. Office of Education and local school systems.
- Supervision of all professional and clerical staff assigned to the Center.
- Preparation of special program budgets and fiscal administration of special programs.

- Representing the Center on the Dean's Administrative Council.

The Chairman of each Department reports to the Dean and is responsible for general direction and supervision of the Department. His specific functions are concerned with:

- Planning for, recruiting, and recommending the appointment of faculty members.
- Planning, recommending, and supervising faculty assignments.
- Evaluating annually, and as directed, the performance of departmental faculty and making recommendations with respect to salaries, promotions, tenure, and retention.
- Planning and recommending departmental programs and curricular changes, additions and deletions, coordinating with others when needed and as directed.
- Composing departmental class schedules, quarterly and annually.
- Planning and recommending for departmental space needs.
- Developing and supervising a departmental protocol for the advisement of students.
- Developing annually, and as appropriate, departmental budgets and supervising the same throughout the year.
- Serving as use and inventory custodian of all instructional property assigned to the Department, including receipt, use assignment, and eventual disposition.
- Performing other duties as assigned by the Dean, including special committees and special projects.

The Administrative Council, composed of the Dean, Assistant Dean, Director of Graduate Studies, Director of the Center for Program Development and Special Projects, and the Chairmen of the seven Departments, composes the policy making group for the College of Education.

The Director of the Curriculum laboratory and the Director of the Media Laboratory report to the Dean for their direction and supervision.

The Coordinator of Laboratory Experiences reports to the Dean of the College. He is responsible for:

- Coordinating all laboratory and field experiences within the College.
- Conferring with the Dean, Departmental Chairmen, and Faculty concerning the establishment of modification of policies pertaining to laboratory experiences.
- Serving as liaison between the College and public schools and teachers for participation in various laboratory programs.
- Consulting with Departmental Chairmen and Faculty members in the selection of public schools and cooperating teachers to participate in laboratory programs.

- Conferring with the concerned Departmental Chairmen in the assignment of College Faculty to supervise student teachers.

- Submitting to the Dean each quarter the names of cooperating public schools and teachers so honorariums may be paid the involved schools and individuals.

- Determining that each student teaching applicant meets the criteria necessary for admission to student teaching.

- Planning an orientation session for student teachers each quarter and making available *Student Teaching Handbooks* and other required forms and information to College supervisors, cooperating teachers, and student teachers.

The Coordinator of the Office of Student Services reports to the Assistant Dean of the College.

The College of Education offers undergraduate degree programs in Elementary Education, K-12 Education, Secondary Education, and Special Education.

The College of Education offers graduate programs for the Master of Arts degree in Counselor Education, Educational Media, Elementary Education, Health and Physical Education, Secondary Education, and Special Education.

The College of Education also offers a sixth-year program in Educational Leadership leading to AA Certification.

The College has three basic Committees:

The Curriculum Committee
The Student Services Committee
The Research and Evaluation Committee

The College of Education is composed of seven Departments, as follows:

Counselor Education; Educational Foundations; Educational Media; Elementary Education; Health, Physical Education and Recreation; Secondary Education; and Special Education.

With the exception of Educational Foundations, all Departments offer academic degree programs as outlined in the catalog and *Graduate Bulletin* leading to either the Bachelor of Science degree or to the Master of Arts degree.

THE COLLEGE OF MEDICINE

The Dean of the College of Medicine is the academic administrative officer for the college and reports to the Vice-President for Health Affairs.

The Dean of the College of Medicine has the following responsibilities:

- To serve as the primary administrative officer of the College.

- To administer the academic programs of the College of Medicine.

- To work with the appropriate faculty, boards, councils, and committees in developing the undergraduate medical curriculum.

- To work with the Vice-President for Health Affairs in developing and administering the budget of the College of Medicine.

- To work with the various division chairmen in developing and recommending the budget for each division.

- To work with appropriate boards, councils, and committees for the development and administration of academic rules and regulations of the College of Medicine.

- To work with the Hospital Administrator of Mobile General Hospital and the administrators of affiliated hospitals in the development of facilities for the clinical teaching programs.

- To work in a cooperative fashion with local, state, and national medical organizations in all phases of medical education.

The Assistant Dean of the College of Medicine reports to the Dean concerning the affairs of the College. The Assistant Dean has the following responsibilities:

- To work with the Curriculum Committee in the development and administration of the undergraduate medical curriculum.

- To serve as the chairman of the Committee on Admissions and to work with the committee in the development of the total admissions process.

- To administer the Office of Studdent Affairs in association with the Dean.

- To accept special assignments by the Dean of the College.

The College of Medicine is composed of six divisions, namely, Basic Medical Sciences, Neuroscience, Diagnostic Resources, Growth and Development, Medical Specialities, and Surgical Specialties. Each division contains two or more departments and each is administered by a Divisional Chairman who may or may not serve as a Departmental Chairman. Additional divisions may be added as demanded by the programs within the College.

The Division of Basic Medical Sciences contains six departments as follows: Anatomy, Biochemistry, Microbiology-Immunology, Pharmacology, Physiology, and Comparative Medicine.

The Division of Neuroscience contains four departments as follows: Neurobehavior, Neurology and Neurological Surgery, Special Senses, and Neurobiology.

The Division of Diagnostic Resources contains two departments as follows: Pathology and Radiology.

The Division of Growth and Development contains three departments as follows: Pediatrics, Obstetrics and Gynecology, and Medical Genetics.

The Division of Medical Specialties contains three departments as follows: Internal Medicine, Family Medicine, and Public Health.

The Divisional Chairmen serve as the administrative officers for all affairs which pertain to their divisions.

Responsibilities of the Divisional Chairmen are as follows:

- To develop curricular programs within the division in cooperation with the Curriculum Committee of the College.
- To develop with the departmental chairmen in the division the faculty of each department.
- To serve as the budget officer for the Division and to work in a cooperative fashion with the Dean and the Departmental Chairman in all matters pertaining to budgets.
- To administer as well as to serve in a facilitatory manner in the development of service components undertaken by the departments within the Division.
- To serve as the administrative officer for the departments in the Division.

The Departmental Chairmen report to the Chairman of the Division. Like the Divisional Chairmen, the Departmental Chairman is both an administrator and professor with his orientation more toward academic affairs. The specific functions and responsibilities are similar to that of the Divisional Chairman except in this case the primary responsibility resides at the departmental level.

The College of Medicine has several Boards, Councils, and Committees.

Student Admission Board

The Admissions Board will consider and recommend admissions policies. Once these policies have been approved by the Board of Trustees, the Admissions Board will have the total and absolute authority to select those applicants who best fulfill the stated qualifications.

Medical College Faculty Council

This Council is composed of all Chairmen of Divisions and Departments and six faculty members elected by the faculty of the College. All Committees of the College of Medicine report to this Council for ratification of their recommendations.

Executive Committee

This Committee is composed of the Chairmen of the Divisions of the College of Medicine. This Committee functions in the interim for the Faculty Council.

Curriculum Committee

This Committee is charged with the development and supervision of the undergraduate and graduate medical educational programs.

Student Evaluation and Promotion Committee

This Committee is charged with the overview of the progress of all students and recommends their promotion and/or graduation to the Faculty Council.

Faculty Appointment and Promotion Committee

This Committee is charged with the development of policies and standards for appointment and promotion. All appointments and promotions at the Associate Professor level or above require the recommendation of this Committee.

Administrator, Mobile General Hospital

The Administrator of Mobile General Hospital reports to the Vice-President for Health Affairs.

The Administrator of the Mobile General Hospital is delegated the responsibility for administering the University's 350 bed general hospital. His responsibilities encompass the coordinating of all departments of the hospital to insure quality care to the patients it serves. He works with the College of Medicine in helping to achieve its educational goals in so far as the hospital is affected. Additional responsibilities are related to the hospital's organized medical staff and being responsive to the individual physician and patient needs.

Director, Biomedical Library

The Director of the Biomedical Library reports to the Vice-President for Health Affairs.

The Biomdidcal Librarian works closely with the University Library Director in operational matters and reports to the Vice-President for Health Affairs and Dean of the College of Medicine in budget matters. Responsibilities related to the Biomedical Library include the following:

- Formulating and administering policies, rules, and regulations.
- In collaboration with the faculty and biomedical library committee, planning the development of the book and periodical collection.
- Preparing and administering the budget.
- Recommending for appointment, instructing, and supervising the biomedical library staff.
- Cooperation with other libraries in the National Biomedical Communication Network.
- Participation and representation in local, state, and national library activities.
- Supervising selection and acquisition of library materials.
- Explaining the arrangement and facilities of the biomedical library.

Health Affairs Councils

Health Affairs Administrative Council

Health Center Committee for the Protection of Human Subjects

This Committee operates under the general aegis of the University Committee for the Protection of Human Subjects and will function under policies established by that committee. The Committee will report to the Vice-President for Health Affairs and shall be responsible for reviewing all proposals for projects utilizing human subjects. It shall function under the policy guidelines established by the University Committee for the Protection of Human Subjects.

Animal Care Advisory Council

This Council will be responsible for developing the policies for the humane care of all animals for which the University is responsible. The Vivarium Director will be responsible to the Vice-President for Health Affairs to administer the animal care programs for the entire University and the Vice-President will be responsible and accountable to the President to assure that all animal care meets local and national accreditation standards.

Learning Resources Advisory Council

This Council will be responsible for the development of policy and recommending the television, photographic, graphic art, and other teaching technology services necessary to the accomplishment of the teaching mission. The Council will report its recommendations to the Vice-President for Health Affairs who will delegate the administration of these activities to a Director of Learning Resources.

Computer Advisory Council

This Council will report to the Vice-President for Health Affairs. It will be concerned solely with uses of satellite computers in the health affairs components, priorities in the use of facilities, and general guidance as to staff and software support of user groups. Computer hardware will be controlled by a central University Committee having appropriate health area representation.

Library Advisory Council

Environmental Safety Council of the University

This function will be administered by the University on behalf of all environmental safety interests including radioactive isotopes, high energy sources, and any other potentially dangerous activities. Appointments will be made by the President.

THE COORDINATE COLLEGE FOR HEALTH PROFESSIONS

The Dean of the Coordinate College for Health Professions is the executive officer and reports to the Vice-President for Health Affairs. The Dean of the College has responsibilities as follows:

- To develop academic programs of the College compatible with the Goals and Purposes of the University.
- To recommend appointments to the faculty of the College.
- To evaluate and make recommendations on reappointment, promotion, salary, and tenure of faculty members.
- To recommend the appointment of administrative staff.
- To evaluate and make recommendations on reappointment and salary of administrative staff.
- To organize and appoint faculty to such committees as may be desirable and necessary to assist the Dean in developing curricula and programs and formulating policies pertaining to the academic affairs of the College.
- To approve admission and retention of students in the academic programs of the College.
- To approve the credits offered by students in partial fulfillment or the requirements for the respective programs administered by the College.
- To perform such other duties and functions as may be assigned by the Vice-President for Health Affairs.

The Coordinate College for Health Professions is organized into divisions. Each Division is administed by a Director. The Director has responsibilities as follows:

- To prepare, recommend, and administer the budget for the division.
- To recruit, recommend the appointment of, evaluate and recommend reappointment, salary, and tenure for the faculty of the division.
- To develop, supervise, and administer the academic programs of the division.
- To assign academic and professional responsibilities to the faculty of the division.
- To develop and supervise the academic and clinical schedules of the programs of the division.
- To establish the criteria for eligibility of students to enter and graduate from the programs in the division.
- To assume such other duties and responsibilities as may be assigned by the Dean.

Committees with membership composed of faculty, and students as appropriate, are utilized in the conduct of the affairs of the College. These committees make recommendations to the Director of a Division or the Dean regarding academic standards, curricula, programs, and such other matters as may be appropriately deliberated by committees.

DIVISION OF ENGINEERING

Mission of the Division of Engineering

In accord with the stated Goals and Purposes of the University, with particular emphasis on the development of skills necessary for participation in professional and vocational endeavors, the Division of Engineering recognizes and accepts its several responsibilities:

- To conduct professionally recognized baccalaureate programs in Engineering.
- To provide programs of graduate study in Engineering.
- To provide continuing education opportunities for engineering professionals.
- To provide seminars, short courses, and similar programs as a community service and as an adjunct to continuing education.
- To conduct research of an engineering nature and to dessiminate the results.
- To serve as an engineering resource center for interdisciplinary undertakings, such as biomedical engineering, marine and environmental sciences.
- To provide programs of engineering study for minors in Engineering Sciences for students of the College of Arts and Sciences.
- To provide a reservoir of engineering expertise for consultation and community service.

The Division will fulfill its responsibilities, insofar as allocated resources permit, through the Departments of Chemical Engineering, Civil Engineering, Electrical Engineering, and Mechanical Engineering. Each of the Engineering Departments is charged with the accomplishment of the above listed missions within the Department's specific disciplinary area in cooperation with other Departments and Colleges as necessary and advantageous.

Administration

The Division consists of the four Departments named above, each with a chairman. The Director of the Division is the executive officer and reports to the Vice-President for Academic Affairs. In addition to the general administration of the Division and special assignments by the Vice-President, the Director of the Division of Engineering has the following responsibilities:

- To recommend the budget for the Division and to exercise budgetary control over appropriations awarded.
- To assign space and equipment resources of the Division.
- To compile and supply institutional research data to appropriate offices.
- To recommend and oversee facilities alterations, remodeling, and new construction.
- To forward the actions of the Division Curriculum Committee with his recommendations.

- To recommend appointments to University Committees and to make appointments to Division Committees.

- To review publication originating with the Division.

- To assign special duties, such as service during registration or student orientation.

- To supervise non-academic personnel employed in the Director's office.

The Director and Departmental Chairmen, acting together or independently as appropriate, have joint responsibilities:

- To plan and promote Department and Division activities and development.

- To maintain academic standards and enforce the rules and regulations of the University, the Division, and the Departments.

- To approve student requests for exceptions and substitutions pertaining to curricular requirements.

- To certify the completion of degree requirements by candidates for graduation.

- To recommend personnel actions, such as promotions, salary increments, tenure, and compensation for both full- and part-time faculty and staff.

- To maintain adequate student, personnel, and financial records.

- To provide adequate property security and control.

- To conduct faculty meetings and to ensure effective communications.

- To prepare material for the University *Bulletin* concerning the Division and its Departments.

- To compile information necessary for professional accreditation.

The Departmental Chairman, who reports to the Director, has the following responsibilities:

- To ensure a curriculum which will qualify each graduate to enter the engineering profession or to undertake a graduate program.

- To ensure a faculty capable of conducting a professional program in the departmental discipline.

- To ensure that adequate facilities and equipment are available for the department to accomplish its educational objectives.

- To prepare and submit departmental budgetary requirements to the Director.

- To provide for the general well being of students and faculty so that the educational process will proceed in a harmonious fashion.

- To conduct the search for new faculty.
- To evaluate faculty members.
- To schedule the courses in his department.
- To make faculty assignments of courses to be taught and teaching loads.
- To supervise non-academic personnel employed in his department.
- To supervise student assistants in his department.
- To approve the selection of textbooks.
- To devise and supervise a student academic advising program in his department.
- To evaluate transfer student records.

Committees

The Division of Engineering has three standing committees:

Curriculum and Scheduling Committee — This committee is composed of Departmental Chairmen *ex-officio* exclusively. The committee accepts recommendations and proposals concerning curricular matters from anyone in the Division, considers the wisdom of such proposals including facilities and manpower impacts, and makes recommendations to the Director of the Division concerning such proposals. The committee's purview encompasses All changes originating within the Division must be processed through the Committee. The committee is also responsible for coordinating time of day and room assignments for lectures and labs to avoid space/time conflicts. The Chairmanship is rotated among the Departments in the order Mechanical, Chemical, Electrical, and Civil, with Mechanical serving the 1973-74 year. The new chairman takes office as of 1 July.

Tenure Committee — A tenure committee exists for each non-tenured faculty member in the Division during his period of probationary employment. This committee consists of all tenured faculty members in the Division of rank equal to or higher than the person for whom it is formed. The committee meets annually, normally during the first week of March, to consider the tenure candidate. If any member of the committee has observations that in his judgement would preclude a recommendation for tenure, such observations are discussed and the candidate's Departmental Chairman is notified of the content of such discussions should the Chairman not be a participant. During the year in which the candidate becomes elegible for tenure, the committee submits a written statement to the Chairman of the Candidate's Department recommending that tenure either be awarded or withheld. The Chairman adds his recommendation and forwards the recommendations to the Divisional Director. The Director forwards these along with his recommendation to the Vice-President for Academic Affairs.

EG Series Committee — This committee studies interdepartmental courses, such as Statics, Dynamics, and Engineering Materials, whose content and emphasis are properly developed by an interdepartmental committee. This committee does not meet regularly but can be called into session by a request to the Director. The make-up of this committee is not fixed, but is understood to be constituted of all members of the faculty with an appropriate concern for the topic(s) for which the committee is called into session.

DIVISION OF CONTINUING EDUCATION

The Dean of the Division of Continuing Education reports to the Vice-President for Academic Affairs. The Dean of the Division of Continuing Education has the following specific responsibilities:

- To participate in the formulating of all policies and regulations affecting special activities in conjunction with the Advisory Committee on Continuing Education. Such policies are recommended to the Vice-President of Academic Affairs for his approval.
- To cooperate with the various Colleges and Divisions of the University in the selection and offering of courses, institutes, seminars, and other programs in continuing education. Since he has the responsibility for all non-credit activities offered by the Division of Continuing Education, all colleges, divisions, and departments offering such programs are expected to make quarterly reports on such activities to the Office of Continuing Education.
- To cooperate with the various colleges, divisions, and departments in choosing appropriate faculty members as instructors for the various courses, seminars, and workshops offered through the Division of Continuing Education.
- To recommend the dismissal of any part-time faculty member to the appropriate Dean who proves to be ineffective in his instruction in a non-credit program or does not cooperate with the regulations of the Division of Continuing Education.
- The Dean shall have the responsibility and authority to communicate from time to time with full- and part-time faculty members in matters relating to new policies and procedures applying to the program in Continuing Education, and in requesting important announcements to be made in evening classes.
- The various colleges, divisions, and departments will furnish information to the Dean regarding part-time faculty members who teach non-credit courses including the matter of communication with these faculty members. Part-time faculty members should receive the same information regarding new policies and procedures in Continuing Education as full-time faculty members and are expected to cooperate in the same manner.
- To participate in the formulation of policies regarding Continuing Education Units (CEU's) and to receive quarterly reports from the various colleges, divisions, and departments on their non-credit activities including CEU's to be used for reporting purposes to the Southern Association of Colleges and Schools.
- To prepare and administer the budget for the Division of Continuing Education.
- To send copies of CEU reports to the Registrar's Office for the records so that transcripts may be issued upon demand.
- To administer the flight program with the assistance of the flight instructor(s).

DIVISION OF EVENING STUDIES

The Director of the Division of Evening Studies reports to the Vice-President for Academic Affairs. The Director of the Division of Evening Studies has the following specific responsibilities:

- To administer and supervise the academic rules, regulations, and programs of evening studies.
- To coordinate credit courses offered in the evening with the various Colleges and Divisions within the University. This includes the responsibility for a reasonable balance of classes offered at the 6:00 and 8:00 o'clock hours to allow students to schedule two classes on the same evenings. This responsibility assumes that the Director of Evening Studies has the full cooperation of the various Deans, Directors, and Departmental Heads within the institution.
- To counsel evening students concerning problems related to evening classes.
- To make periodic surveys and studies relating to part-time evening students.
- To publicize the evening credit courses offered each quarter.
- To represent the University at regional and national meetings of the Association of University Evening Colleges.
- To notify the appropriate Dean, Director, or Departmental Head concerning faculty members who miss an excessive number of classes, or who, for some reason, are ineffective in teaching adults in evening classes.
- To prepare and administer the budget for the Division of Evening Studies.
- To make recommendations to the Vice-President for Academic Affairs regarding the strengthening of the Evening Studies Program.

DEPARTMENT OF MILITARY SCIENCE (ROTC)

The Professor of Military Science (PMS) is Director of the Department, and he reports to the Vice-President for Academic Affairs. The Director of the Department of Military Science has the following responsibilities:

- To administer the academic and field programs for the preparation of officers for the United States Army.
- To recommend and administer a budget for the Department.
- To review the policies of the Department of the Army and the University as they pertain to faculty personnel, including the replacement of Cadre.
- To recommend promotions and salary advances for civilian personnel within the Department.

- To advise the Vice-President for Academic Affairs and the President on matters pertaining to the Army's Reserve Officers Training Program.

- To submit needed reports to the United States Army and to the University.

- To act as Senior Advisor for certain on-campus ROTC Societies and Organization: Pershing Rifles, Scabbard and Blade, the University Rifle Team, and The Kadetts.

- To administer the ROTC Faculty Board which selects and places under contract cadets for the Advanced Course.

- To assist the ROTC Scholaship Board in the nomination and selection of cadets for one-, two-, and three-year ROTC Scholarships.

- To assist the Distinguished Military Student/Graduate Board in the nomination and selection of Distinguished ROTC Cadets.

Role and Responsibility of the Departmental Chairman

1. The departmental chairman is both a faculty member and an administrator; his basic orientation is toward the role of a faculty member but, in his role and functions as a chairman, he is an administrator and must perform as an integral part of the administration.

2. The departmental chairman is responsible for the general direction and supervision of the department. He reports, for all subjects and personnel in his department, to the dean of the college.

3. The departmental chairman is responsible for:
   a. Planning, recruiting, and recommending the appointment of faculty members.

   b. Planning, recommending, and supervising faculty assignments.

   c. Annually, and as directed, evaluating the performance of departmental faculty and making recommendations with respect to salaries, promotions, tenure, and retention.

   d. Planning and recommending departmental programs and curricular changes, additions and deletions, coordinating with others when needed and as directed.

   e. Recommending departmental class schedules, quarterly and annually.

   f. Planning and recommending the departmental space needs.

   g. Developing and supervising a departmental protocol for the advisement of students.

   h. Annually, and as appropriate and approved, recommending budget requests, and after appropriation and allocation, supervising expenditures.

   i. Serving as use and inventory custodian of all instructional property assigned to the department, including receipt, use assignment, and eventual disposition.

   j. Performing other duties as assigned by the dean, including special projects.

CHAPTER III
UNIVERSITY FACILITIES AND SERVICES

LIBRARY REGULATIONS

All faculty members must possess a University Identification Card before borrowing materials.

Circulating books may be circulated until near the end of the Spring or Summer Quarter, subject to recall after two weeks. Prior to the end of the Spring and Summer Quarters faculty members will be asked to return or renew all circulated material. If requested, the circulation librarian will present the faculty member with a list of all material checked out.

Prior to the beginning of each quarter, forms will be sent to faculty members to indicate material to be placed on reserve.

Faculty members may send representatives to check out material for them, but when doing so the faculty member should send along a note of authorization with the name of the representative.

Interlibrary loan material may be circulated under the conditions set forth by the lending library.

Twenty-five carrels for faculty and graduate students are in the Library. Each is nine feet by seven feet and contains a study table, book rack, and chair, and each carrel has a lock with a key. The key is assigned to the faculty member or graduate student with a duplicate key in the office of the Library Director. Carrels will be assigned on a quarterly basis with renewal privileges for an additional two quarters and one summer session.

Audiovisual equipment and materials may be checked out from the Library. Arrangements for equipment and films should be made in advance by contacting the Listening Lab of the Library. Catalogs of audiovisual holdings are available on request.

Biomedical material may be circulated as follows:

Current issues of periodicals — will not circulate
Reserve materials — will not circulate
Back issues & bound volumes of periodicals — 24 hours
Books (monography) — one week with one renewal

COMPUTER CENTER

Faculty members may arrange for use of the computer center services by contacting the Director of the Computer Center.

UNIVERSITY MAIL ROOM

The University Mail Room is located in the University Bookstore.

Mail is placed in individual and departmental boxes and may be picked up after 10:00 a.m. and after 4:00 p.m. Mail is dispatched from the University at 4:30 p.m., all mail must be in the Mail Room prior to that time for posting.

DUPLICATING SERVICES

Copying and duplicating machines are in the Publications Office with some service in the Bookstore, Library, and the University Center. Mimeographing services are available in departmental and college supply rooms.

FOOD SERVICES

The University operates a cafeteria in the Cafeteria Building, a Snack Bar (named the Jaguar Room) in the basement of the Cafeteria Building, a Soda Shoppe-Snack Bar in the Residence Hall and a small Snack Bar in the Administration Building Basement. Vending machines with snacks and drinks are located in various buildings on the campus. There is also a cafeteria at the Educational Research and Development Center.

UNIVERSITY BOOKSTORE

The modern and spacious Bookstore is conveniently located adjacent to the University Student Center to serve the faculty and students of the University.

Credit privileges are available to faculty and staff members upon written application and discounts are extended on most merchandise with the exception of textbooks and certain special priced items.

Most publishers will furnish *Desk Copies* to faculty members upon direct written request to the company. This should be done at least sixty (60) days prior to actual need. This is an individual responsibility of each faculty member. If difficulty is incurred in obtaining a *Desk Copy* from the publisher, the Bookstore will loan a copy on the individual's personal charge account for a period of sixty (60) days. It must be replaced within this period with a fresh saleable copy or it becomes due and payable on the individual faculty member's personal account.

The Bookstore serves as the central supply storeroom for the University and is the source of supply for all expendable items at competitive prices. The Bookstore is further equipped to make deliveries to all departments of the University.

Textbook requirements are made through the chairman of each department. The basic provisions of the two year adoption policy are as follows:

> A newly adopted textbook will be used for a period of two years unless specified at the time of adoption as in the case of experimental or special one-time courses.
>
> The textbook may be changed anytime after the two year adoption period provided the Textbook Manager of the bookstore is given one academic quarter's notice in advance of the change.

UNIVERSITY HOUSING

The University has temporary housing for faculty members in Hillsdale Heights, a former subdivision now owned by the University. The University also has a few dwellings on or adjacent to University land and at Brookley that may be rented. The Director of Housing has offices in West Residence Hall.

UNIVERSITY VEHICLES

The University has placed in the custody of administrative officials and department heads several vehicles which are available for official use. Approval for use of a vehicle must be secured from the official primarily responsible for the vehicle, and use may only be authorized for official University business. The driver of any such vehicle shall have a valid driver's license before he will be permitted the use of any University vehicle.

Faculty members driving University automobiles are cautioned that State Law prohibits the University from procuring liability insurance on State vehicles. The operation of such a vehicle by a faculty member could result in personal liability as far as the individual is concerned. If a faculty member uses a University vehicle, he/she should determine if his/her personal automobile liability insurance policy protects him/her from any liability created therefrom. If his/her present policy does not provide this coverage, an endorsement can probably be added for a nominal fee.

CHECK CASHING PRIVILEGES

Checks up to the amount of $25.00 may be cashed at the Bursar's Office. A $2.00 charge will be made on each returned check not paid by the bank. Check cashing privileges for the academic year will be suspended upon the return of the first check.

OFFICIAL UNIVERSITY STATIONERY

Official letter-head stationery is provided for all offices. This stationery is to be used only for University purposes, not for personal or other uses.

CHAPTER IV
STUDENT RELATED INFORMATION

REGISTRATION AND ADVISING OF STUDENTS

Faculty members are expected to perform necessary duties during registration periods each quarter. Assignments will be made by departmental heads and deans.

Faculty members will be asked to serve as advisors, so they are urged to make themselves familiar with current University requirements, policies, and procedures used during the academic year and especially during registration periods. Advisors should enforce course prerequisites.

STUDENT CLASS ATTENDANCE

Students are required to attend all classes for which they are registered. Excessive absences, as determined by the instructor, departmental head, and academic dean may disqualify a student in any course. Faculty members are expected to enforce the absence rules. Students representing the institution in University-sponsored activities may be excused by the Vice-President for Academic Affairs by written report to instructors.

No person under any circumstances is permitted to attend a class unless the instructor has an official class listing, either for audit or regular student. It is the responsibility of the instructor to make this determination. Any violation should be reported to the Registrar of the University.

ADVANCED PLACEMENT

The University participates in the Advanced Placement Program of the College Entrance Examination Board and gives advanced placement to qualified students. Decisions regarding credit are made after consultation with the head of the department concerned and the academic dean.

FACULTY ABSENCE FROM CLASS

The University does not employ substitute instructors. Faculty members must arrange class coverage with the chairman of the department and/or dean in case of illness or emergency.

CLASS RECORDS

Faculty members are expected to maintain necessary attendance and grade records.

STUDY WEEK

During the week preceding final examinations, no University-sponsored functions or athletic events are permitted. Faculty members are urged to avoid scheduling hour quizzes during this time. When possible, a study day is scheduled immediately prior to final examination periods.

REPORTING OF GRADES

Freshmen and Sophomores with unsatisfactory grades at mid-term are sent mid-term grade reports. Final course grades are due within 48 hours after the final examination for each class.

POSTING OF GRADES

The posting of grades is an optional matter for the faculty. Students think of it as a courtesy, and they appreciate such posting. Grades should be assigned by student numbers only for purpose of anonymity.

RESPONSIBILITIES OF ORGANIZATIONAL ADVISORS

The Office of the Dean of Student Personnel has prepared the following list of reponsibilities for faculty advisors of University student organizations:

- Be familiar with the contents of *The Student Handbook* and policies governing student organizations.
- Assist with the formulation or revision of the organization's constitution and bylaws.
- Serve as a resource person at executive and regular meetings of the organization.
- Advise the organization in the planning of activities and events.
- See that activities and events are cleared in advance through the Office of Student Personnel, according to established procedures. Application for approval of activities should be made one week before the date of the event.
- Supervise activities and events of the organization; chaperone reports are required to be filed.
- Oversee the finances of the organization by approving requisitions for payment of bills from organization funds and seeing that the organization adheres to proper fiscal policies.
- Work with the officers of the organization to promote efficient and effective administration of the organization.
- Assist with the development of training and/or orientation programs for new members of the organization.
- Consult with the Dean or Associate Dean of Students when questions and problems regarding the organization arise.

GUIDELINES AND REPORTS FOR CHAPERONES

The Office of the Dean of Student Personnel has prepared forms and lists of responsibilities for chaperones. These may be obtained from the Student Personnel Office. The following is a list of guidelines for chaperones:

- Official faculty guests or chaperones are responsible for reporting any infractions of regulations to the Dean of Student Personnel.
- Official reports should note not only breaches of conduct but commendable behavior.
- Faculty guests or chaperones are expected to arrive at the opening of the scheduled event and to remain until its conclusion, unless prior arrangements have been made. The

required number of chaperones must be present at all times during the scheduled activity unless specific approval to the contrary is given by the Dean of Student Personnel.

- If it becomes impossible to attend a function, faculty guests should notify both the group affected and the Office of the Dean of Student Personnel as soon as possible.

CHAPTER V
GENERAL FACULTY PERSONNEL POLICIES

LEAVE POLICIES

Faculty

Leaves of Absence. Leaves of absence without pay are granted for a period of one year or less and may be extended for an additional period. All leaves and extensions of leaves must be cleared with appropriate departmental chairman and/or dean and approved by the Vice-President for Academic Affairs and the President.

Military Leave. A leave without pay will be granted for the duration of the Military Service obligation if a permanent faculty member is involuntarily called into Military Service. The faculty member will resign (and it is so understood) from the University should he elect to remain in the service after the initial military obligation has been fulfilled.

GROUP DISABILITY/GUARANTEED INCOME INSURANCE

Group Disability/Guaranteed Income Insurance which provides for income in the event of a disabling accident or sickness is available to all full-time permanent employees of the University of South Alabama.

Eligibility

All permanent employees who work an average of 30 hours per week are eligible for participation in this Group Plan.

Benefits

Benefits arising from this insurance commence on the 91st day of total disability and continue for the period of time as stated in the policy.

Claims

All claims for reimbursement under this plan are processed through the Personnel Office. Employees upon becoming Totally Disabled should contact the Personnel Office at the earliest possible time to have benefits commence on time. Benefit payments are paid at the end of each month during the period of total disability.

Premium Cost

The premium cost of this insurance is carried by the University of South Alabama. There is no cost to the individual employee.

The Group Disability/Guaranteed Income Insurance has no death benefit. The coverage by this insurance is terminated on the last day of employment of the employee.

To participate in this insurance plan the employee must complete an Enrollment Card within the first 30 days of employment and must be accepted for coverage by the company.

Leave and Insurance Coverage. As long as a faculty member remains on the payroll he continues to participate in the insurance program. If the insured member enters any branch of the armed forces all group insurance terminates immediately. A member may convert his insurance within thirty days without evidence of insurbility when he ceases to be on the University payroll.

Maternity Leave. (See p. 21: Administrative Staff Manual)

Vacation Leave. All faculty are presumed to be on leave during the summer months, unless specifically assigned to Summer School teaching responsibilities. In that event, the vacation period will be from the end of summer quarter to the beginning of the fall quarter.

PROFESSIONAL APPOINTMENTS

Faculty members are appointed by rank as follows: Professor, Associate Professor, Assistant Professor, Instructor, Lecturer. Appointments are made official by a letter from the President with the terms of the appointment specified.

PROMOTION SCHEDULE MINIMAL PERIODS

1. Instructor to Assistant Professor: Depends on the acquisition of the Ph.D. or Ed.D. In cases where the Master's degree is considered terminal, at least three academic years of full-time teaching.
2. Assistant Professor to Associate Professor: Minimum of four academic years of full-time teaching.
3. Associate Professor to Full Professor: Minimum of three academic years of full-time teaching.

The *minimal time period* for promotion applies to the truly superlative faculty member who is outstanding in *teaching* and *research.*

TENURE

Permanent or continuous tenure is granted on September first following the satisfactory completion of a period of probationary service as a full-time member of the University of South Alabama faculty. A decision to not grant tenure will result in a one year's written notice of nonreappoinment delivered to the faculty member prior to the date when he would otherwise receive tenure. In this case the period of non-tenured service is extended one year.

Tenure acquisition requires specific procedures and approvals. It is never automatic, regardless of the number of years in service.

The recommendation for tenure originates with the departmental chairman. Following action of the departmental chairman, further processing involves the dean of the college and the Vice-President for Academic Affairs. Final administrative action is taken by the President of the University, who submits his recommendation to the Board of Trustees. Tenure is granted only by the Board.

Rank at initial appointment	Full academic years of service before being eligible for tenure

Professor	2
Associate Professor	3
Assistant Professor	4*
Instructor	6**

Academic years of service as faculty member on a fractional appointment accumulate on a fractional basis.

Time spent on leave does not count toward the required probationary period. Prior service at the University of South Alabama does so count.

A faculty member promoted before receiving tenure must meet the probationary period requirement for the higher rank. Years of service at the lower rank are counted toward fulfilling this requirement.

Faculty members with less total service in rank than is stated in these regulations are not eligible for tenure until the total service is completed.

*Assistant Professors with more than three full academic years of full-time service at the rank of Instructor or higher at other institutions of higher education are granted tenure following the satisfactory completion of a three-year probationary periood.

**Instructors with full-time service at the rank of Instructor or higher at other institutions of higher education will receive full credit toward the probationary requirement for each full academic year of this service, up to a maximum of three years.

(For further information, the faculty member should see Appendix A, *1940 Statement of Principles on Academic Freedom and Tenure* of the AAUP.

PROMOTION POLICIES

1. The faculty ranks are instructor, assistant professor, associate professor, professor, and lecturer.

2. The title "Lecturer" may be used for appointments at any salary and experience level. Service as a lecturer does not qualify a person for tenure.

3. Designations of acting assistant professor or acting associate professor of acting professor may also be used. Service in these positions does not qualify a person for tenure.

4. The Faculty members become eligible for appointment and/or promotion in accordance with the following guidelines:

   a. The rank of *instructor* is open to persons who have not met the degree, graduate study and/or experience requirements for appointment or promotion to a professorial rank. Where a master's degree is considered terminal, at least three years of full-time teaching experience is required at the instructor level before eligibility for promotion is established; otherwise, the minimum time at the instructor level will depend upon attainment of the necessary qualifications for promotion to assistant professor.

b. The rank of *assistant professor* is open only to a faculty member who is considered terminally-qualified in his field. Exceptions can be made if in a positive nature; but such exceptions need not be included in promotion policies.

c. The rank of *associate professor* is open only to one who holds an earned doctor's degree or other terminal degree in the field in which he is teaching, or to one whose credentials have been accepted by the university as equivalent to terminal qualifications. In exceptional cases, associate professorship may be granted for clearly distinguished achievement to one who has not met the prescribed degree requirements. A minimum of four years full-time professorial experience at the assistant professor level is prerequisite for appointment or promotion to associate professor.

d. The rank of *professor* is open only to one who holds an earned doctor's degree or other terminal degree in the field in which he is teaching, or in a closely related field. In very exceptional cases, full professorship may be granted for clearly distinguished achievement to one who has not met the prescribed degree requirements. A minimum of four years of full-time professorial experience at the associate professor level is prerequisite for appointment or promotion to the rank of professor.

5. The time-in-rank requirements included in the above qualification specifications are considered minimal under normal circumstances. If a person has teaching or other professorial experience at another college or university prior to his appointment to the University of South Alabama, his initial appointment letter should state whether and the extent to which his service at such other college or university will satisfy the aforementioned minimum requirements for time-in-rank.

6. Promotions will not be denied solely on the basis of budgetary limitations; as a practical matter, however, budgetary limitations may not always permit an *immediate* salary increase commensurate with the new rank at the time promotions are granted.

7. The University has no formal quota system as to the number or percentage of persons that can hold any particular rank.

8. Participation in university management by persons who are also faculty members - either through holding of administrative positions at the university or through committee work of a purely administrative nature - should not be the sole basis for promotion in academic rank.

STATEMENT OF CRITERION FOR FACULTY EVALUATION AND PROMOTION

The faculty shall be evaluated annually on the basis of their contributions and potential to contribute further in the following areas: (1) teaching effectiveness (2) advising, counseling, and assisting in student activities (3) continuing research and professional development (4) community, professional, and civic activities (5) relationships with fellow faculty members (6) potential to perform at the next higher rank (7) assigned and/or voluntary extra-curricular university activities.

While the single most important criterion is teaching effectiveness, the other above areas are not necessarily listed in the order of importance. In recognition of the University's important obligation and dedication to the advancement of knowledge, however, significant weight is given to productive scholarship.

TERMINATION OF APPOINTMENT PROCEDURE

The 1958 Statement of the AAUP on "Procedural Standards in Faculty Dismissal Proceedings" has been endorsed by the University. (See Appendix B.)

NON-REAPPOINTMENT

It should be emphasized that the AAUP "1940 Statement of Principles on Academic Freedom and Tenure," "The Standards for Notice of Nonreappointment" (1964), and the "Statement on Procedural Standards in Faculty Dismissal Proceedings" (1958) are intended to establish a norm in the first instance (1940) and to serve as a guide in the last two instances (1958 and 1964). Nevertheless, it would be unwise to ignore the recommendations. It is possible, however, to deviate relative to all of the statements, *provided* the deviations are a matter of record and are understood by all personnel at the time of employment. Moreover, it is very important that the precise terms and conditions of each appointment be stated in writing and be in the possession of the appointee and the University.

At the University of South Alabama, appointments are made on an annual basis through the probationary period or until tenure has been granted. Severance of the services of an individual during this period simply means *Nonreappointment.* It is not a dismissal.

The following standards hold for nonreappointment:

The Standards for Notice

Notice of nonreappointment, or of intention not to recommend reappointment to the governing board, should be given in writing in accordance with the following standards:

1. Not later than March 1 of the first *academic* year of service, if the appointment expires at the end of that year; or if a one-year appointment terminated during an academic year, at least three months in advance of its termination.
2. Not later than December 15 or the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
3. At least twelve months before the expiration of an appointment after two or more years in the isntitution.

The following procedures within the University have been adopted relative to appointment, nonreappointment, dismissal, tenure, promotion, etc.:

1. Recommendation by the departmental chairman to the dean of the college.
2. Upon concurrence by the dean of the college, recommendation by him to the Vice-President for Academic Affairs.
3. Upon concurrence by the Vice-President for Academic Affairs, recommendation by him to the President of the University.

Suggested letter of nonreappointment:

Dear__________________:

Until tenure is acquired by a faculty member at the University of South Alabama, appointments and reappointments are made on an annual basis. It is appropriate to inform you, therefore, that you will not be reappointed for the academic year _______________. Your services to the University will be terminated as of the close of the current academic year (date).

The administrative officers of the University express their sincere appreciation to you for the services which you have rendered the institution during your period of appointment. Moreover, we shall be glad to assist you in approrpiate and feasible ways as you seek another position.

May we wish for you complete success in all of your future endeavors.

Very truly yours,

Obviously, a dismissal entails much more complicated procedures. May we suggest that all academic deans become completely familiar with the AAUP statements contained in the AAUP *Bulletin;* Summer 1967; Winter 1963; Spring 1964.

FACULTY VOTING PRIVILEGES

In all matters presented to the full-time faculty for approval, full-time faculty members at all ranks are accorded voting privileges. Voting privileges in the several colleges, divisions, and departments are determined by the involved college, division, or department.

RESIGNATION POLICY

Faculty members are expected to give reasonable notice before terminating employment as stated in the 1958 Statement of the AAUP on "Procedural Standards. . ."

OFFICE HOURS FOR FACULTY

Faculty members are expected to maintain reasonable and scheduled office hours so as to permit scheduling of conferences by interested students.

ATTENDANCE AT UNIVERSITY-WIDE EVENTS BY FACULTY

Each faculty member is expected to attend all commencement exercises and academic convocations in full academic regalia unless specifically excused by his academic dean.

A University Speakers Bureau offers the community an opportunity to hear from University faculty members.

CAMPUS SOLICITATION

The University campus offices are open to book salesmen and publishing representatives.

Only approved projects will be allowed solicitation rights on campus.

USE OF FACILITIES

The faculty is invited to use campus facilities on a scheduled basis. All reservations should be cleared with the Office of the Dean of Administration and Finance.

ADMISSION OF FACULTY AND STAFF TO UNIVERSITY COURSES

Full-time staff and faculty members at the University of South Alabama have the privilege of taking a maximum of 5 quarter hours per quarter for credit contingent upon the approval of their departmental head or dean as is appropriate. Faculty or staff wishing to participate in this program must be accepted for admission in the regularly established fashion. Following admission, a faculty member will have to pay only the course fess. Payment of other fees is optional, based on the desire of the faculty member to receive any special privileges involved in them. Full-time clerical staff must make arrangements with their supervisor to make up lost time.

FRINGE BENEFITS

The Alabama Teacher Retirement System. The state will contribute, upon the faculty member's retirement, an equal amount of his total contribution, which is 4% of his salary.

Social Security. Each faculty member has full coverage under Social Security.

TIAA-CREF - Teacher's Insurance and Annuities Program. Each member of the faculty becomes eligible for this program when he receives the rank of Associate Professor. His contribution to this program is 3% of his salary up to $7,000 annually if he is below 40 years of age, and 5% if he is 40 or above when he joins the faculty. The amount is matched by the University.

Participation is required immediately upon employment of full professors and associate professors. Participation is made available on a voluntary basis after three years of service as an assistant professor. It is made available on a voluntary basis for instructors after six years of service. The preliminary service period will be waived for an employee otherwise eligible who already owns a retirement annuity contract issued by TIAA.

Upon the election of the participant either 100%, 70%, 66 2/3%, 50%, or 25% of the premium may be directed to the Teacher's Assurance and Annuities Association. Any remaining amount will be applied to the College Retirement Equities Fund.

Insurance. Each faculty member is provided a term life insurance policy as a part of the group health and insurance plan. The amount of the policy is $5,000 if his salary is less than $5,000, with no cost to the faculty member.

The policy is in the amount of $12,500 if his salary is $5,000 up to $10,000, and if his salary is $10,001 and above, the policy is $15,000. His medical, hospital, and surgical insurance costs him $19.02 per month for a family and $6.90 for a single person. The remainder is borne by the University.

This policy pays up to $20,000 for a single illness, including $30.00 per day for a hospital room. There is a $50.00 deductible for out-patient expense. The out-patient expense is established and benefit payments begin when he has or his dependent has incurred within a continuous period of not more than 3 months eligible charges for all illnesses which exceed the deductible amount. All eligible charges, for all illnesses except for pregnancy incurred during a benefit period, are used in computing benefit payments. To maintain this policy, salaries for the academic year are paid in 12 monthly installments. For details, consult the staff in the Business Office. (Subject to change should the University change insurors.)

TAX SHELTERED OR TAX DEFERRED ANNUITIES

The Internal Revenue Code has provided favorable federal income tax treatment to the faculty and staff of the University who wish to accumulate a large retirement. This plan enables a University employee to designate a portion of his annual gross compensations to pay premiums on an annuity for the employee through the TIAA.

How the Plan Works: By instructing the University to have a specific amount paid into a retirement program instead of paying it to the employee as salary, the amount so diverted is sheltered from federal income taxes until paid out as retirement benefit to the employee.

The amount that can be diverted to tax deferred annuity is roughly one-sixth (1/6) of the employee's present salary reduced by any current contributions being made by his employer to a qualified pension plan. The University of South Alabama tax sheltered annuity plan is on an annual basis. It is opened in the month of December each year and is closed upon the computation of the first payroll in the new year. No admissions are permissable until the following year.

The faculty or staff member who wishes to arrange for an annuity should fill out a form, "Tax Sheltered Annuity Purchase Agreement," available in the Personnel Office. This form must be submitted to the Business Manager by December 20, for the following year in which the annuity is desired.

INSURANCE WARNING

Personal Property

As structured by the State Legislature, the State Insurance Fund insures all state organization for fire, extended coverage, and loss attending a commotion, riot, and so on. It *does not cover* privately owned contents within the building so affected. Such coverage should come from the faculty member's Home Owner's Policy, and it is the faculty member's responsibility to see that such a rider is attached to his policy that will provide the necessary coverage. Each faculty member who brings personal equipment and books to his office should see that such coverage is in his Home Owner's Policy.

INDIVIDUAL CONTRACTS BY ACADEMIC PERSONNEL

All individual contracts with organizations, business firms, companies, and corporations by academic personnel that involve personnel time (on the campus, ERDC) and University facilities, apparatus, equipment, chemicals, etc. must include in the contracts a 15% additional charge of the amount paid to the personnel, the 15% to be paid directly to the University.

UNIVERSITY AUTOMOBILES

Faculty members should note that the State Law prohibits the University from procuring Liability insurance on State vehicles. Faculty members who drive University automobiles with any degree of regularity should add, at a nominal cost, an endorsement on their personal automobile liability policy which will cover their driving of University vehicles.

TRAVEL REGULATIONS

Travel Prerequisites

Travel requests are prepared in duplicate and cleared through the appropriate Dean's office and the Administrative Division well in advance for fleet car, private automobile, or commercial carriers.

Faculty leave requests, which are prepared and presented to the Dean, serve the purposes of:

- Providing assurance that all classes and work stations will be adequately supervised.
- Allowing the Dean to control adequately the Travel Funds.

Travel Regulations as outlined in the following pages will be followed and, if air travel is deemed necessary, the order for such fares will be placed with the Travel Agency by the Comptroller's Office.

Candidates for Faculty or Staff positions at the University of South Alabama may have transportation arrangements provided by the Comptroller's Office if time is sufficient for these arrangements.

TRAVEL WITHIN THE STATE OF ALABAMA

General

Unless otherwise provided by law, the official authorized to approve official travel will authorize a per diem allowance not to exceed $20.00 in lieu of subsistence expenses while traveling on official business within the boundary limits of the State of Alabama.

Definition of Subsistence

The per diem in lieu of subsistence expenses will be held to include all charges for meals; lodging; personal use of room during the daytime; bath; all fees and tips to waiters, porters, baggagemen, bellboys, hotelmaids, dining room stewards, and hotel servants in connection with subsistence and transportation; laundry, cleaning, and pressing of clothing; heating and cooling of the rooms.

The term "lodgings" does not include berths, compartments, or drawing rooms on sleeping cars, and the expenses thereof are not subsistence expenses. First-class air travel *is not approved.* Only in rare instances will travel by first-class pullman or sleeping cars be authorized within the boundary limits of the State of Alabama. In such instances, the per diem allowance will be reduced to compensate for the berth, compartment, or drawing room space.

Definition of the Single Day, Overnight, and Continous Day Travel:

Act Number 1074 of the Regular Session 1973 effective October 1, 1973 splits the definition of a day into three parts. Part A is the single-day travel; Part B is the overnight trip; Part C is the continuous travel.

A. Single – Day Travel:

The Single Day under this act is described:

"No travel allowance shall be paid for a trip less than 6 hours duration. For travel which does not require an overnight stay, the traveler shall be paid a meal allowance of $3.50 for a trip from 6 to 12 hours duration, and for travel in excess of 12 hours duration the traveler shall be paid one such meal allowance ($3.50) and one-fourth of the per diem allowance, ($5.00, total - $8.50).

Example 1:
A faculty member leaves the campus at 8:00 a.m., travels to Montgomery and returns at 10:00 p.m. the same day. Based on the single interpretation the reimbursement is $8.50 (plus mileage) detailed as follows: (8:00 a.m. to 10:00 p.m. = 14 hours).

6 to 12 hours - Meal Allowance	$3.50
excess (12 hours - one per diem unit)	5.00
Total for trip	$8.50

B. Overnight Trip:

For a traveler, when away overnight and for less than 24 hours, a full day's allowance can be paid. ($20.00)

Example 2:
A faculty member leaves the campus at 5:00 p.m. travels to Montgomery and returns to the campus at 9:00 a.m. the next day, $20.00 per diem can be paid.

C. Continuous Travel:

Reimbursement for contiuous travel, extending beyond 24 hours, will be made on a daily-quarterly basis of 4 six-hour units, as shown on the chart below. The quarterly basis commences at departure time, and, if applicable, may include fractional units for both the beginning and the end of the trip.

Example 3:
A faculty member leaves the campus at 7:00 a.m., travels to Birmingham, spends the night in a hotel and returns to the campus at 5:00 p.m. the following day, the reimbursement of 6 units is computed as follows:

3 Units the first day, and
3 Units the following day, for
6 Units X $5.00 = $30.00

Long-Term Assignments, Continuous Travel, and Leave of Absence

Act Number 1074 contains the provision that: "The per diem allowance provided for (above) shall not be paid to an employee stationed at the same place in the state for a period in excess of two consecutive months; after two consecutive months, the amount of the allowance will be reduced to $13.00 per day."

Presence at duty station, away from the base of official station on Sunday or holidays, will be regarded as equivalent to actual service if the traveler is actually in duty status. In cases where fractional leaves of absence are granted within a single trip, no per diem will be allowed for those days where leave of absence exceeds half of the prescribed working hours.

No Allowance at Base or Official Station

Under no circumstances will per diem in lieu of subsistence or mileage be allowed an employee at his official station or base.

Time of Arrival or Departure

The time for arrival at and departure from a place will be considered as the hour at which the train, bus, automobile, or other conveyance used by the traveler, actually leaves or arrives at its regular terminal.

Indirect Route or Interrupted Travel

Where, for the traveler's personal convenience or through the taking of leave, (other than as provided above), there is interruption of travel or deviation from the direct route, the per diem in lieu of subsistence allowed will not exceed that which would have been incurred on uninterrupted travel by the most economical, usually traveled route.

Reserving State-Owned Automobiles

State-owned automobiles are available through the Bursar's office for travel on official University business. These automobiles are available on a reservation basis and are secured by the filing of an approved "Application For Use of State-Owned Automobiles For Official Business' with the Bursar's Office. If an automobile is available, this form will be completed in the Travel Certificate of Approval section and returned to the originator. When the trip is completed, the report section of this form must be filled in and returned to the Bursar's Office. Departmental travel budgets will be charged at the rate of $0.12 per mile for mileage traveled by state-owned automobiles.

Purchases of gasoline and oil will be made by the use of courtesy cards furnished for each trip. Emergency gasoline purchases for cash and emergency repairs may be paid for by the traveler if the necessity arises. (Tax must not be paid and receipts must be secured.)

Policy Governing Travel of Husband or Wife with Faculty/Staff:

It is the modern trend to encourage the wife to attend professional meetings and conventions with her husband. Her attendance better equips the wife to support the husband's work and most meetings and conventions prepare a special program for the ladies.

Therefore, the wives of faculty and staff members will be permitted to travel in State vehicles to professional meetings and conventions on University business, provided that:

1. Her presence does not prevent other faculty or staff members from traveling or require the use of a second vehicle.

2. The meeting is of the type that customarily encourages attendance by the wives.

3. It is clearly understood by the concerned parties that no liability or responsibility accrues to the University of South Alabama in connection with such travel.

Mileage Basis — Private Automobiles

If a State-owned automobile is not available through the Bursar's Office, mileage *reimbursement* will be allowed to an employee traveling in a privately owned vehicle in the lesser amount of: (1) Air Coach Fare or (2) mileage at twelve cent ($.12) per mile. When two or more persons are traveling in the same vehicle, mileage reimbursement at twelve cents ($.12) per mile for one employee will be allowed after such mode of travel has been authorized.

The twelve cents ($.12) per mile is intended to reimburse the traveler for all operating expenses of his automobile (gasoline, oil, repairs, etc.) but is not intended to cover garage storage, parking charges, and bridge tolls. Garage storage charges, parking charges, and bridge tolls may be claimed as other allowable expenses as provided in a paragraph below.

A faculty member using a State car transporting his wife without other faculty or staff members may incur a personal charge when the mileage incurred is greater than the reimbursable cost, (which is air fare, tourist class). The faculty member in such a case will be billed for the difference.

For example: Mileage registered on State car — 2,000 miles
@ $.12 per mile:

Total Cost	$240.00
Air fare, tourist class	180.00
Difference	$ 60.00

The air fare, tourist class, of $180.00 will be charged to the department, $60.00 to the faculty or staff member, personally.

Mileage Basis - Rental Automobiles

If a State-owned automobile is not available through the Bursar's Office, by arrangement with local rental agencies and upon prior approval, travel may be performed by local rental U-Drive-Its. In such instances, departmental budgets will be charged directly from the vendor's invoices.

Other Allowable Expenses

In certain instances, other incidental expenses while traveling may be claimed for reimbursement. The following list is representative but not all-inclusive. Receipts are not required except for emergency repairs and emergency gasoline and oil purchases for *state-owned* automobiles.

Telephone calls
Telegrams
Taxi fares
Registration fees for conferences or conventions
Garage storage charges
Parking charges

Bridge tolls
Emergency repairs and emergency gasoline and oil
purchases for State-owned automobiles
(receipts must be secured).

Non-Allowable Expenses

The following expenses are not allowed:

Annual dues to association or society
Pullman fare for day time trips
Tax payment
Valet service and laundry
Miscellaneous supplies
Stenographic services

Travel Expense Accounts

Travel Expense Accounts for travel within the boundary limits of the State of Alabama will be submitted on the official white Travel Expense Account form of the University of South Alabama and must be notarized and have proper approvals.

Miscellaneous

Any question not covered by these regulations will be submitted to the Comptroller or Bursar's office for a ruling.

TRAVEL OUTSIDE THE STATE OF ALABAMA

General

Unless otherwise provided by law, the official authorized to approve official travel will authorize payment of all actual and necessary reasonable expenses, in addition to actual expenses for transportation, according to these regulations, to persons traveling on official business outside the boundary limits of the State of Alabama.

Definition of Actual and Necessary Reasonable Expenses

Actual and reasonable necessary expenses will include, but are not necessarily limited to, the following expense items. Receipts are not required except as indicated below:

Meals
Hotel room charges (receipt required)
Telephone calls
Taxi fares
Registration fees for conferences and
conventions (receipt required)
Garage storage charges
Parking charges
Bridge tolls
Emergency repairs and emergency
gasoline and oil purchases for
State-owned automobiles. (Receipts required.)

Tips when 10% or less than the cost
of the meal served

Non-Allowable Expenses

The following expenses are not allowed:

Annual dues to association or society
Valet service and laundry
Pullman or parlor seats for journeys
less than two hours duration
Miscellaneous supplies
Stenographic services

Travel by Train

When traveling by train one standard lower berth is allowed when night travel is involved. Pullman or parlor seats for journeys of less than two hours duration are not allowed for daytime travel.

Travel by Plane

Travel by plane may be allowed when the urgency is sufficient to justify the use of plane travel or when on account of the distance involved the time saved to the traveler would justify the increased cost over train or automobile travel.

Mileage Basis

Mileage in lieu of actual expenses of transportation may be allowed an employee traveling in a privately owned vehicle outside the State of Alabama, provided this method of travel is advantageous to the University or provided sufficient official passengers are being carried to justify the increase in transportation cost. These automobiles are available on a reservation basis and are secured by the filing of an approved "Authorization For Professional Leave or Travel" with the Bursar's Office. Departmental travel budgets will be charged at the rate of twelve cents ($.12) per mile for mileage traveled by State-owned automobiles. Purchases of gasoline and oil will be made by the use of courtesy cards furnished for each trip. Emergency gasoline purchases for cash and emergency repairs may be paid for by the traveler if the necessity arises. (Receipts must be secured.)

Rental Automobiles

By arrangement with local rental agencies and upon prior approval, travel may be performed by local rental U-Drive-Its provided this method of travel is advantageous to the University or provided sufficient official passengers are being carried to justify the increase in transportation cost. In such instances, departmental budgets will be charged at the vendor rate.

Travel Which is Partly Inter-State and Partly Intra-State

If travel is performed by an individual where he is required to spend more than six hours in the state, that part of the travel spent in the state should be considered intre-state travel. This does not mean that travel performed with a destination should be considered intra-state travel unless the traveler makes a stop-over in the state to perform an official duty. For example, an individual traveling to Knoxville, Tennessee would probably spend more than six hours enroute to Knoxville in the State of Alabama. This would not constitute intra-state travel. If an individual traveled to Knoxville, Tennessee but stopped over in Montgomery to transact official business and remained in Montgomery more that six hours, this part of the trip should be regarded as intra-state travel. The hour of departure from the last point of official business out of state should be the time the intra-state travel begins if additional business is to be transacted on intra-state travel before returning to the base.

Travel Expense Accounts

Travel Expense Accounts for travel outside the boundary limits of the State of Alabama will be submitted on the official blue "Travel Expense Account Form" of the University of South Alabama and must be notarized and have proper approvals.

Miscellaneous

The policy permitting wives and husbands to travel with University of South Alabama faculty or staff is stated in a preceding paragraph. Any questions not covered by these regulations will be submitted to the Comptroller's Office for a ruling.

Travel Reservations - (Airline and/or Hotel)

Fill out the appropriate form in duplicate (top part only), two weeks in advance of the needed service if possible.

Execute by obtaining approval of Departmental Head and Dean.

Send approved forms to the Business Office.

Duplicate copy will be returned to the Departmental Head with confirmation of reservation and approximate cost.

Upon receipt of confirmation, fill out a regular Requisition and forward to the Business Office. The requisition and original request form will be attached to the invoice for final payment of the charge.

Pick up tickets and/or reservations in the Business Office.

Team Travel

Certain University student team-type functions (i.e., the forensics-debate team, the rifle team, the University choir, the band, and the athletic teams) present a unique travel problem when large groups travel together to one event. The expenses are declared on one travel expense voucher filed by the coach or instructor, etc. Travel problems here differ from the single traveler-individual voucher only in the complexity of the numbers. The in-state travel per diem allowance serves as a proportionate cost guide rate. The intercollegiate athletics "training table" concept is carried out whenever possible by the coaches, even when the team is in transit. In this case, the coach orders the meals which are consumed together, at the same time, under his supervision. This bill will be paid by the coach and declared on the team travel voucher. This is the preferable manner and should present no difficulty since the federal tax reform acts place the burden of furnishing invoices on the vendor.

In those instances where the coach or the faculty member in charge of the group finds it necessary to administer the small teams by issuing a cash meal allowance, the Team Meal Allowance form may be used. This form will permit the receipt of the meal allowance and the signature of the student to provide the documentary proof of the expenditure in accordance with the attached form. This type method is needed when the team members travel severally to a contest, such as from home to the contest during holidays, etc. In any case, the total of the expenses per student including hotel allowances will be measured against the travel per diem for intra-state events and held to the state per diem allowance.

Gratuity

It is recognized that the gratuity, in a service expense is actually generally considered to be a portion of the basic expense and cost of doing University business rather than an incidental gesture. Where the gratuity is established by the billing institution or service and is identified on the receipt of invoice, reimbursement will be allowed in an amount not exceeding 15% and will be allowed in every other instance on the amount not to exceed 10%. Reimbursement will be made on payment of the university travel voucher.

CHAPTER VI
SOCIAL, CULTURAL AND RECREATIONAL OPPORTUNITIES

UNIVERSITY WOMEN'S CLUB

The University Women's Club is composed of women faculty members, administrators, and wives of faculty members. It meets regularly for social events and sponsors cultural and recreational events for its membership.

THEATRE USA AND UNIVERSITY THEATRE FOR THE PERFORMING ARTS

This drama group is sponsored by the Department of Dramatic Arts, and talented performers among the faculty are featured in productions.

CONCERT SERIES

A Concert Series is an annual production in the community.

MOBILE ART GALLERY

The Mobile Art Gallery in Municipal Park is a feature of community and University cooperative efforts.

THEATER GUILD

The Theater Guild is a community group that invites faculty participation.

JOE JEFFERSON PLAYERS

These amateur performers invite faculty patronage and performers.

GARDENS

Many famous gardens are in the Mobile area. Two of the foremost are the Bellingrath Gardens at Theodore and the Long Gardens in Spring Hill.

JAGUAR CLUB

University faculty families may join the Jaguar Club, a community group organized to promote the intercollegiate athletics program of the University.

RECREATIONAL ACTIVITIES AND FACILITIES

The University has Swimming Pools on the campus and at the Educational, Research and Development Center (Brookley) that are available for use by faculty members and their families. The Oceanographic research vessel is owned by the University and may be chartered for trips.

Faculty and their spouses may use the Brookley Golf Course on weekdays upon payment of appropriate fees. The Tennis Center in Municipal Park is open to the public and faculty families may sign in at the Pro Shop for open courts. Club memberships at a reduced rate (Mondays through Fridays) may be obtained at the Municipal Golf Course adjacent to the University campus.

Children's Summer Program classes on campus are sponsored by the University Women's Club in swimming, art, languages, and other interest areas.

The University Intramural Sports program invites faculty members to participate on the Faculty Basketball and Softball teams as well as in the various dual sports tournaments in golf, tennis, bowling, table tennis, and badminton.

The Department of HPER sponsors a Faculty-Staff supervised sports and developmental program during the lunch hour periods in the Physical Education Building. Men faculty members have a locker room with 45 double lockers for assignment while the female faculty members have a locker room with 14 double lockers for their convenience.

Faculty families may obtain tickets to University basketball games by contacting the office of the Intercollegiate Athletics program. Games are played at the Municipal Auditorium in downtown Mobile. No tickets are needed for the contests in baseball, track, tennis, golf, and cross country.

APPENDIX A
THE AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS

1940 Statement of Principles on Academic Freedom and Tenure

The purpose of this statement is to promote public understanding the support of academic freedom and tenure and agreement upon procedures to assure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic Freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Tenure is a means to certain ends; specifically; (1) Freedom of teaching and research and of extramural activities and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence, tenure, are indispensable to the success of an institutuion in fulfilling its obligations to its students and to society.

Academic Freedom

(a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(b) The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

(c) The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institututional censorship or discipline, his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.

Academic Tenure

(a) After the expiration of a probationary period, teachers or investigators should have permanent or continuous tenure, and their service should be terminated only for adequate cause, except in the case of retirement for age, or under extraordinary circumstances because of financial exigencies.

In the interpretation of this principle it is understood that the following represent acceptable academic practice:

(1) The precise terms and conditions of every appointment should be stated in writing and be in the possession of both institution and teacher before the appointment is consummated.

(2) Beginning with appointment to the rank of full-time instructor or a higher rank, the probationary period should not exceed seven years, including within this period full-time service in all institutions of higher education; but subject to the proviso that when, after a term of probationary service of more than three years in one or more institutions, a teacher is called to another institution it may be agreed in writing that his new appointment is for a probationary period of not more than four years, even though thereby the person's total probationary period in the academic profession is extended beyond the normal maximum of seven years. Notice should be given at least one year prior to the expiration of the probationary period if the teacher is not to be continued in service after the expiration of that period.

(3) During the probationary period a teacher should have the academic freedom that all other members of the faculty have.

(4) Termination for cause of continuous appointment, or the dismissal for cause of a teacher, previous to the expiration of term appointment, should, if possible, be considered by both faculty committee and the governing board of the institution. In all cases where the facts are in dispute, the accused teacher should be informed before the hearing in writing of the charges against him and should have the opportunity to be heard in his own defense by all bodies that pass judgment upon his case. He should be permitted to have with him an advisor of his own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence the testimony should include that of teachers and other scholars, either from his own or from other institutions. Teachers on continuous appointment who are dismissed for reasons not involving moral turpitude should receive their salaries for at least a year from the date of notification of dismissal whether or not they are continued in their duties at the institution.

(5) Termination of a continuous appointment because of financial exigency should be demonstrably bona fide.

APPENDIX B

THE AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS

1958 State on Procedural Standards in Faculty Dismissal Proceedings

Introductory Comments

Any approach toward settling the difficulties which have beset dismissal proceedings on many American campuses must look beyond procedure into setting and cause. A dismissal proceeding is a symptom of failure; no amount of use of removal process will help strengthen higher education as much as will the cultivation of conditions in which dismissals rarely if ever need occur.

Just as the board of control or other governing body is the legal and fiscal corporation of the college, the faculty is the academic entity. Historically, the academic corporation is the older. Faculties were formed in the middle Ages, with managerial affairs either self arranged or handled in course by the parent church. Modern college faculties, on the other hand, are part of a complex and extensive structure requiring legal incorporation, with stewards and managers specifically appointed to discharge certain functions.

Nonetheless, the faculty of a modern college constitutes an entity as real as that of the faculties of medieval times, in terms of collective purpose and function. A necessary precondition of a strong faculty is that it have firsthand concern with its own membership. This is properly reflected both in appointments to and in separations from the faculty body.

A well-organized institution will reflect sympathetic understanding by trustees and teachers alike of their respective and complementary roles. These should be spelled out carefully in writing and made available to all. Trustees and faculty should understand and agree on their several functions in determining who shall join and who shall remain on the faculty. One of the prime duties of the administrator is to help preserve understanding of those functions. It seems clear on the American college scene that a close positive relationship exists between the excellence of colleges, the strength of their faculties, and the extent of faculty responsibilty in determining faculty membership. Such a condition is in no wise inconsistent with full faculty awareness of institutional factors with which governing boards must be primarily concerned.

In the effective college, a dismissal proceeding involving a faculty member on tenure, or one occurring during the term of an appointment, will be a rare exception, caused by individual human weakness and into by an unhealthful setting. When it does come, however, the college should be prepared for it, so that both institutional integrity and individual human rights may be preserved during the process of resolving the trouble. The faculty must be willing to recommend the dismissal of a colleague when necessary. By the same token, presidents and governing boards must be willing to give full weight to a faculty judgment favorable to a colleague.

One persistent source of difficulty is the definition of adequate cause for the dismissal of a faculty member. Despite the 1940 *Statement of Principles on Academic Freedom and Tenure* and subsequent attempts to build upon it, considerable ambiguity and misunderstanding persist throughout higher education, especially in the respective conceptions of governing boards, administrative officers, and faculties concerning this matter. The present statement assumes that individual institutions will have formulated their own definitions of adequate cause for dismissal, bearing in mind the 1940 *State* and standards which have developed in the experience of academic institutions.

This statement deals with procedural standards. Those recommended are not intended to establish a norm in the same manner as the 1940 *Statement of Principles on Academic Freedom and Tenure,* but are presented rather as a guide to be used according to the nature and traditions of particular institutions in giving effect to both faculty tenure rights and the obligations of faculty members in the academic community.

Procedural Recommendations

1. *Preliminary proceedings concerning the fitness of a faculty member.* When reason arises to question the fitness of a college or university faculty member who has tenure or whose term appointment has not expired, the appropriate administrative officers should ordinarily discuss the matter with him in personal conference. The matter may be terminated by mutual consent at this point; but if an adjustment does not result, a standing or *ad hoc* committee elected by the faculty and charged with the function of rendering confidential advice in such situations should informally inquire into the situation, to effect an adjustment if possible and, if none is effected, to determine whether in its view formal proceedings to consider his dismissal should be instituted. If the committee recommends that such proceedings should be begun, or if the president of the institution, even after considering a recommendation of the committee favorable to the faculty member, expresses his conviction that a proceeding should be undertaken, action should be commenced under the procedures which follow. Except where there is disagreement, a statement with reasonable particularity of the grounds proposed for the dismissal should then be jointly formulated by the president and the faculty committee; if there is disagreement, the president or his representative should formulate the statement.

2. *Commencement of formal proceedings.* The formal proceedings should be commenced by a communication addressed to the faculty member by the president of the institution, informing the faculty member of the statement formulated, and informing him that, if he so requests, a hearing to determine whether he should be removed from his faculty position on the grounds stated will be conducted by a faculty committee at a specified time and place. In setting the date of the hearing, sufficient time should be allowed the faculty member to prepare his defense. The faculty member should be informed, in detail or by reference to published regulations, of the procedural rights that will be accorded to him. The faculty member should state in reply whether he wishes a hearing and, if so, should answer in writing, not less than one week before the date set for the hearing, the statements in the president's letter.

3. *Suspension of the faculty member.* Suspension of the faculty member during the proceedings involving him is justified only if immediate harm to himself or others is threatened by his continuance. Unless legal considerations forbid, any such suspension should be with pay.

4. *Hearing committee.* The committee of faculty members to conduct the hearing and reach a decision should either be elected standing committee not previously concerned with the case or a committee established as soon as possible after the president's letter to the faculty member has been sent. The choice of members of the hearing committee should be on the basis of their objectivity and competence and of the regard in which they are held in the academic community. The committee should elect its own chairman.

5. *Committee proceeding.* The committee should proceed by considering the statement of grounds for dismissal already formulated, and the faculty member's response written before the time of the hearing. If the faculty member has not requested a hearing, the committee should consider the case on the basis of the obtainable information and decide whether he should be removed; otherwise the hearing should go forward. The committee, in consultation with the president and the faculty member, should exercise its judgment as to whether the hearing should be public or private. If any facts are in dispute, the testimony of witnesses and other evidence concerning the matter set forth in the president's letter to the faculty member should be received.

   The President should have the option of attendance during the hearing. He may designate an appropriate representative to assist in developing the case; but the committee should determine the order of proof, should normally conduct the questioning of witnesses, and, if necessary, should secure the presentation of evidence important to the case.

   The faculty member should have the option of assistance by counsel, whose functions should be similar to those of the representative chosen by the president. The faculty members should have the additional procedural rights set forth in the 1940 *Statement of Principles on Academic Freedom and Tenure,* and should have the aid of the committee, when needed, in securing the attendance of witnesses. The faculty member or his counsel and the representative designate; by the president should have the right, within reasonable limits, to question all witnesses who testify orally. The faculty member should have the opportunity to be confronted by all witnesses adverse to him. Where unusual and urgent reasons move the hearing committee to withhold this right, or where the witness cannot appear, the identity of the witness, as well as his statements, should nevertheless be disclosed to the faculty member. Subject to these safeguards, statements may when necessary be taken outside the hearing and reported to it. All of the evidence should be duly recorded. Unless special circumstances warrant, it should not be necessary to follow formal rules of court procedure.

6. *Consideration by hearing committee.* The committee should reach its decision in conference, on the basis of the hearing. Before doing so, it should give opportunity to the faculty member or his counsel and the representative designated by the president to argue orally before it. If written briefs would be helpful, the committee may request them. The committee may proceed to decision promptly, without having the record of the hearing transcribed, where it feels that a just decision can be reached by this means; or it may await the availability of a transcript of the hearing if its decision would be aided thereby. It should make explicit findings with respect to each of the grounds of removal presented, and reasoned opinion may be desirable. Publicity concerning the committee's decision may properly be withheld until consideration has been given to the case by the governing body of the institution. The president and faculty member should be notified of the decision in writing and should be given a copy of the record of the hearing. Any release to the public should be made through the president's office.

7. *Consideration by governing body.* The president should transmit to the governing body the full report of the hearing committee, stating its action. On the assumption that the governing board has accepted the principle of the faculty hearing committee, acceptance of the committee's decision would normally be expected. If the governing body chooses to review the case, its review should be based on the record of the previous hearing, accompanied by opportunity for argument, oral or written or both, by the pricipals at the hearing or their representatives. The decision of the hearing committee should either be sustained or the proceeding be returned to the committee with objections specified. In

such a case the committee should reconsider, taking account of the stated objections and receiving new evidence if necessary. It should frame its decision and communicate it in the same manner as before. Only after study of the committee's reconsideration should the governing body make a final decision overruling the committee.

8. *Publicity.* Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements about the case by either the faculty member or administrative officer should be avoided so far as possible until the proceedings have been completed. Announcement of the final decision should include a statement of the hearing committee's original action, if this has not previously been made known.

APPENDIX C
RESEARCH AND ITS SUPPORT

The University of South Alabama explicitly recognizes its duty as a University to foster, through research, the enlargement and strengthening of human knowledge. While the faculty, with students, is responsible largely for the actual design and conduct of research as part of its professional obligations, the University as a whole must provide incentives, facilities, and funds for the support of research activities.

The concept of research is broadly interpreted to mean any activity involving discovery, testing, organization or analysis of facts, or any interpretative or creative arts activity, especially of an original or experimental nature, which will enlarge or improve human knowledge or the condition so of life. While there are no limits as to fields of investigation, some priority seems appropriate for studies favored by the economic, social, and geographic situation of Mobile and the Gulf Coast, such as marine sciences, human resource development, natural resources management, and development of recreational facilities.

Individual faculty members and teams are given every assistance in the University's power to formulate and submit proposals for grant support by government agencies, private groups and foundations. They are encouraged also to engage in paid consultation as opportunities appear, within limits described below, and to take part in unpaid community activities involving research, as they see fit.

Incentives and Facilities

The University encourages research performed or guided by the faculty by bydgeting funds for research grants to faculty members each year. These funds are managed and their use monitored by a faculty committee which serves as an advisory group to the Vice-President for Academic Affairs, an *ex officio* member of it. Upon his request, and occasionally on its own initiative, it has made recommendations to him on policy matters having to do with research. However, its principle concern is to administer the University program of grant support to faculty research activities.

Besides funds, the University gives support to research projects through access to available library facilities, laboratories, technical and supporting personnel, and computer services; by help in arranging outside cooperation; and by efforts to arrange contract research. These matters are handled on an *ad hoc* basis at present, through the college deans, as opportunities occur.

A maximum of 36 working days per academic year is permitted for paid contract consultation. If a faculty member chooses full-time employment at the University for the Summer Quarter, however, the total of 36 days for consulting services applies, i.e., the equivalent of 3 full working days per month over a 12-month period. If a faculty member chooses to increase the number of days above 36, arrangements can be made for part-time teaching during the Summer.

Departmental chairmen and deans concerned should be consulted in advance on all research commitments of any magnitude, and kept informed on research progress and achievements, and future plans.

In addition, the University provides special support for development and preparation of research proposals which require funding on a larger scale than University resources can provide. Such proposals are drawn up by individuals or by *ad hoc* committees or task forces set up as required in various fields. Funding and supporting services are made available through the Research Committee or otherwise.

USA Approvals Required for Grant Proposals

Clearance by University officers is required for proposals requesting funds from sources outside the University. Such proposals should be discussed at an early stage with departmental chairmen and deans concerned, and in final form need approval and signature of University officers in the following order: Departmental Chairman, Academic Dean, Comptroller, Vice-President for Academic Affairs, Executive Director of Development. If clearance by the Legal Advisor or others is needed, this will be specified by one of the officers listed above.

Procedures

Procedures for preparation, review and operation of research projects supported by University Research Committee grants have been established by the Committee. To encourage a wide range of well-conceived and planned research projects by all qualified faculty, the Committee accords individual evaluation to all applications. Proposals must include clear statements or objectives, techniques and data to be used, and evidence that the project will contribute to knowledge and that the investigator is fully qualified to undertake it. Compliance is required with Committee instruction and regulations, which are accepted by researchers as part of the terms of grants. Funds may be expended as approved by the Committee for special equipment and materials, books, photographs, microfilms, reproductions and manuscripts, statistical tabulations, computer time, research assistants and technical and stenographic services, communications costs, limited travel expense pertinent to data collections, expense of publication, and other purposes designated by researchers and approved by the Committee as necessary for completion of a specified project.

Six-month progress and expenditure reports to the Committee, reports and evaluation of final results of research, and copies of resulting publications are required. Disposition of all equipment, books, and non-expendable materials purchased under any grant must be approved in advance by the Committee. Generally, grants are for a period of one year or less. One extension of up to 12 months duration may be granted if supported by progress and financial reports. Grants may be terminated in case of failure to fulfill plans or to comply with Committee regulations, and must be terminated if the investigator resigns from the University.

The Committee meets at least once a quarter, and oftener as necessary for screening and approval, modification, or rejection of applications for research support, and other business. Applicants are limited to full-time faculty; no support is given to preparation of dissertations. Application for funds for creative arts and applied research as well as pure research are considered.

Minutes of all meetings are kept and distributed to all faculty members and administrative officers. Files of minutes, projects in progress, correspondence and reports on and findings of completed projects, are maintained in the office of the chairman and open to anyone interested.

The Committee frequently assists in planning and revising proposals. In its review of proposals, it considers the feasibility, quality of planning, and originality of work proposed, and the qualifications of the investigator to carry it out. The Committee monitors the quality, punctuality, and conformance to approved plans of work in progress, together with monthly reports of each project's financial status prepared by the University Business Office. The Committee chairman must authorize all expenditures of funds (subject to the approval of the Vice-President for Academic Affairs) allocated for research projects it has approved.

Information on Outside Funding Sources

Numerous U.S. government agencies, many private foundations, and other organizations provide grant or contract funding to support research activities that meet their criteria. These change from time to time as policies and interests of granting agencies shift. Investigators seeking funding may determine current trends in this respect by consulting such sources as the following:

- *U.S. Government: Catalogs of Federal Domestic Assistance* (current issues) (Library,
- Government Documents Room; also in Research Committee Files)
- Grant Data Quarterly; Federal Dollars for Scholarly Research;
- Grants Register, 1969-70; Guide to Grants, Loans and Other Types of Government Assistance Available to Students and Educational Institutions; Foundation Directory, No. 3 (Library, Reference Room)
- *University and College Reports* (Office of Development, Administration Building)
- *Office of Education* bulletins, announcements, and press releases (Center for Intercultural Education, Brookley Campus)
- *Bulletins, announcements and press releases* from HEW, HUD, Defense, Agriculture, and other Departments (by mail from Atlanta or Washington offices of the Departments, or through the office of the Mobile District Congressman in Washington or Mobile).
- *Foundations and other Private Agencies* (USA Research Committee) The USA Research Committee maintains files on a number of these organizations whose interests and orientation make them likely sources of support to USA research projects. Among these are:

  Annual Register of Grant Support
  Andrew W. Mellon Foundation
  Social Science Research Council
  Educational Facilities Laboratories
  Samuel H. Kress Foundation
  The Foundation Center
  Ford Foundation
  Resources for the Future, Inc.
  The Danforth Foundation
  The Rockefeller Foundation
  Esso Foundation
  American Philosophical Society
  Alfred P. Sloan Foundation

APPENDIX D

Submission Procedures for Requests From Outside the University for Research Assistance

The University of South Alabama is occasionally approached by public and private agencies and organizations for help in analyzing problems that confront them, and in developing and comparing alternative solutions. While the University's capability for this sort of activity is increasing, its primary obligation is still to its students, whose needs are also increasing in various directions. Also, it must maintain a balance in its research program between the kind of practically oriented research most of these problems require, and for research in arts and sciences, creative artistic activity, and other aspects of research.

These factors, together with the specialized nature of many faculty research interests, and problems of timing, impose limits on the resources the University can devote to helping other agencies with their problems, and require that problems on which University help is given be carefully selected. Criteria for such selection include:

1. *Importance* of the problem, not only to the agency concerned with it, but also as a prototype of similar situations to which methodology developed or adapted from the local one can be applied. This requires usually that findings be published or otherwise circulated as a contribution to knowledge;
2. *Feasibility* of dealing with it. Not only must the University be able to divert analytic capability in an effective way to its study, but necessary data and methodology must be readily available or susceptible to development within limits of time;
3. *Opportunities for experience* it offers to both faculty and students, as well as others concerned, in planning, directing and participating in such research;
4. *Development of good will* for the University. If clear-cut, well-substantiated alternative solutions to a given problem can be developed, with a good balance sheet of pros and cons for each, and especially if this can be accomplished through a process of close cooperation among all those, University personnel and others working on the problem, understanding of and support for the programs of the University can be materially enhanced;
5. *Funding* available from outside the University. Wherever possible the University's contribution to such activities should take the form of faculty and student time and the use of library, laboratory and other facilties already at hand. Other inputs required of personnel, data, equipment, and others should be provided and/or funded by the agency in need of University help. For sizeable projects actively managed or given administrative service support by the University, it is appropriate that the latter charge indirect costs to cover the costs of these contributions. Where a project requires diversion from other activities of substantial amounts of University resources, the University may need reimbursement to cover costs of arrangements to carry on the other activities affected.

Requests for such help are usually first presented orally, often in a rather undeveloped form, to a senior University administrative officer or faculty member. In view of these considerations, their formal presentation to the University should not be prematurely encouraged. In the early stages they should be developed through informal discussion to a point where the foregoing factors can be fairly clearly evaluated. At that stage the University spokesman involved, if he believes the request meets the above criteria, should outline the situation to the College Dean and Departmental Chairman concerned and the Vice-President for Academic Affairs, either orally or in writing. This group may request additional information or refer the problem for further analysis by a task force or study group, may approve further development of the project, or may reject it.

In the latter case the University spokesman should explain the decision, and its rationale, as fully as necessary to others who helped initiate review of the problem, but make it clear that the University cannot take further part in its analysis. This course should be taken unless it is clearly apparent either that the project is feasible, subject to further planning as required, or that additional data needed will probably confirm its feasibility.

If more data are needed they should be obtained by University Personnel either alone, if the project seems marginal to University interests, or in other cases in cooperation with the outside agency concerned, and presented to the University review group at a second meeting.

If this group approves the project, or some selected part of it, it will authorize the University spokesman, drawing on other University personnel as necessary, to work with others involved to prepare a detailed project work plan to be submitted under cover of a formal, written request for the University assistance required, including a pledge that any inputs to be provided by non-University participants will be forthcoming. This request should be directed to the Vice-President for Academic Affairs. It should be discussed again by the latter with Deans and Departmental Chairmen concerned, and other University personnel as required, and plans firmed up for University participation. At this point, unless major unforeseen problems are now apparent, the project will be approved, University personnel required will be designated and instructed to take part, budgets will be workout, and other University steps required for implementation will be approved. The final contractural agreement will be approved by the Executive Director of Development.

In every case, however, no University commitment, implied or explicit, should be made, and no attitude of either approval or disapproval be taken, until at least a preliminary appraisal of the idea has been made by the Vice-President for Academic Affairs. It must be clear that preliminary development of the problem is informal and its only purpose is to permit properly informed evaluation of it by the University officers responsible. No encouragement should be given to obviously impractical ideas, or in situations where the requesting agency is clearly unable to furnish desirable inputs to the project.

APPENDIX E

UNIVERSITY OF SOUTH ALABAMA POLICY ON INVENTIONS, DISCOVERIES, PATENTS AND COPYRIGHTS

I. Patentable discoveries sometime result from research performed under the auspices of the University of South Alabama or through the use of its facilities. The University recognizes the need for appropriate protection of rights for the inventor, the public, the sponsor if one is involved, and the University itself. A Patent Review Committee is established as a body through which the University shall perform its responsibilities in connection with patentable ideas conceived at the University.

II. All faculty members, officials, employees and students of the University, in consideration of their association with the University and of their privileges of using funds administered and facilities controlled by it, agree to handle all discoveries during such association in accordance with the terms of this policy.

III. The University's policy recognizes three bases on which the rights in patentable ideas rest:

   A. Investigations sponsored wholly by the University, that is, financed with University funds and carried out with its facilities on its time. The inventor is required to acknowledge the University's ownership of patentable ideas developed under these conditions, and to assign the University or its designee all rights, title, and interest he might otherwise have. The Patent Review Committee shall receive the inventor's full disclosure and recommend to the University whether a patent should be sought. The obtaining of patent coverage and arrangements to have the patented item manufactured and marketed will be at the University's expense. In the event any patent so obtained produces a net return to the University in excess of the cost of obtaining such patent, the University will pay the inventor thirty per cent of the yearly net income.

   B. Investigations financed wholly or partially by industrial, philanthropic, governmental, or other organizations outside the University, or by an individual not employed by the University. In this case, the investigation or research shall be carried on under a contract or agreement stating the rights to and ownership of patents which may result from the investigation. Before work is started on a program covered by such an agree or contract, the principal investigator shall advise his co-workers of their rights. In all cases not specifically covered by the express terms of the contract or agreement, the appropriate provisions of this policy shall prevail as far as possible.

   C. Investigations performed by an employee of the University wholly or partly on his own time and at his own expense. The investor is required to acknowledge the possibility that his rights may be shared by others and make full disclosure to the Patent Review Committee. The Committee shall determine the bases on which rights in the invention or discovery rest, following three criteria:

      1. When a discovery or invention is made wholly at the expense of the individual, without the use of the University's facilities, the results are the private property of the investigator, and the University has no vested interests. Should the investigator desire, however, he may voluntarily submit his results to the Patent Review Committee for its consideration. If, on the recommendation of the Committee, the University agrees to seek patent coverage, it will do so at its own expense. The inventor will be expected to assign to the University or its designee full ownership of

the patentable idea or discovery in exchange for 90 per cent of the yearly net income accruing to the University.

2. When a discovery is made partly at the expense of the individual, with the use of University facilities, the procedure shall be generally the same as in Paragraph III, A of this policy, except that 50 per cent of the yearly net income accruing to the University shall be paid to the discoverer.

3. When a discovery is made by a member of the University community under circumstances not described by preceding paragraphs of this policy, the investigator shall disclose to the Patent Review Committee the particular conditions of his research. The Committee and the investigator shall make an agreement for the individual situation consistent with the general principles of this policy. In the event that parties do not reach an agreement the dispute shall be referred to arbitration under the rules of the American Arbitration Association.

IV. With regard to any invention or discovery disclosed to the Patent Review Committee for evaluation, the University may choose to follow one of several alternatives. It may elect to apply, in its own name, for appropriate patent coverage; it may choose to enter into an agreement with an independent patent development agency; or it may choose to disclaim any interest whatsoever in the invention or discovery. In the latter event the investigator who has disclosed his results to the Committee may then take such steps as he may wish at his own expense.

V. The Patent Review Commiittee shall be appointed by the President and shall meet as often as matters require reivew. Each departmental chairman shall be responsible for assuring that disclosures of any discoveries or inventions be made by the inventor or discoverer to the Committee.

VI. Except for writings that pertain directly to inventions and discoveries of a patentable nature and writing done under contract with a third party, all rights to copyrightable material shall be reserved by the author, and arrangements for publication and copyrighting shall be left to the individual writer. The University assigns to the Dean of the College in which the writer is employed the responsibility for negotiating equitable terms covering writing done under contract and seeing that the University's responsibilities are fully carried out.

APPENDIX F
RESEARCH EQUIPMENT ASSIGNED TO THE UNIVERSITY THROUGH RESEARCH CONTRACTS TO INDIVIDUALS

Unless specified otherwise in the contractual agreement, all equipment and apparatus acquired through grant-in-aid by individuals or programs in the University are the property of the University. They should be inventoried the same as other University properties. In the event that the individual user of any equipment or appartus should sever relationships with the University, the property will be retained by the University unless there is no further need or the purpose involved is discontinued.

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